

Lake Technical Center
INSTITUTE OF PUBLIC SAFETY
1565 Lane Park Cutoff Rd
Tavares, FL 32778
352-742-6463

ADVANCED & SPECIALIZED CLASS TUITION POLICY

1. A person wishing to register for a continuing education class at the Institute of Public Safety must pay for the class in advance.
2. Payment may be by cash, check, money order, or credit card. If a department is paying for the class, that department must send a letter-of-intent-to-pay to the Institute of Public Safety.
3. All credit card enrollments will be processed the day the request is received. Credit cards can be processed by phone.
4. When payment is received, the student will be placed on the class roster. Each class has a minimum enrollment needed to run the class; some classes will have a maximum number allowed.
5. Refunds For Cancellation: A refund check will be issued if the school has received written notification of withdrawal (10) working days before the class begins. Refund checks will be mailed 2 – 3 weeks after notification.
6. Refunds For Cancellation: A refund check will be issued to all enrolled students if the school is forced to cancel a class. A class will be cancelled if the minimum enrollment has not been met. Refund checks will be mailed 2 – 3 weeks after notification.

I have read and agree to the above policy. Form must be returned with payment and registration form to complete enrollment.

Print Name

Signature

/ /
Date