

IPOC MEMBERS ONLY

Class Registration Form, Imperial Polk Obedience Club of Lakeland, Florida, Inc.

1. Complete each field, and sign and date the last page. All fields must be completed. **Incomplete and/or unsigned forms will not be processed**

2. You **MUST** attach:

- a) for **Puppy and Basic** classes - a copy of your dog's recent vaccination record from your veterinarian which shows proof of the following:
 - Puppies at 8 weeks – Distemper and Parvovirus,
 - Puppies at 10-12 weeks – DHPP
 - Puppies at 16-18 weeks – DHPP and Rabies
- b) your check payable to IPOC or cash.

3. If you are a full Active Member of IPOC and choose to use a Points Redemption Certificate as partial payment for your class, **please FIRST VERIFY:**

- a) You have updated your page in the Points Book and have points available to use;
- b) Complete the Points Redemption Certificate (20 points maximum per class);
- c) Membership Committee member signs your certificate and deducts your points from the Points Book.

4. Staple or clip your Registration Form, Points Redemption Certificate (if applicable), proof of vaccinations (**Puppy and Basic** classes), and cash or check payable to IPOC and, if mailed, send to: IPOC Registration, PO Box 5455, Lakeland, FL 33807.

If you put your Registration, Points Redemption, proof of vaccinations, and payment in the lock box, please insure that you clip or staple everything, and **place in an envelope** addressed to IPOC Registration.

Female Dogs in Season must wear leak-proof pants when in the building.

REMINDER - Your Registration will be rejected without the following:

- Completed form in its entirety, **do not leave any blank fields**;
- Page 2 **Signed and Dated**, and questions completed;
- Recent vaccination record (puppy class) from your veterinarian;
- Registration Fee, Point Redemption Certificate (if applicable) - Cash or check payable to IPOC;

Class:		Date of First Class:	<u>OFFICE USE ONLY</u>
Day of Week:		Time of Class:	Date:
Owner's Name:			Class:
Handler:			Payment: \$ _____
Cell Phone:	Emergency Contact Information:		<input type="checkbox"/> Cash <input type="checkbox"/> Check #
Email Address (PRINT):			<input type="checkbox"/> Rabies <input type="checkbox"/> DHPP
Dog's Breed:		Dog's Age:	<input type="checkbox"/> Bordetella <input type="checkbox"/> CIV
Dog's Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Dog's Call Name:,		Received by:
If you are using points toward payment or a class which you taught, remember to attach the Point Redemption Certificate.			

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By entering my dog in any class offered by Imperial Polk Obedience Club of Lakeland, Florida, Inc. (IPOC), I assume full and complete responsibility for any injury to person or property of any third party resulting from my acts or the acts of my dog.

I agree to relieve, acquit, and release IPOC, it's Officers and Board of Directors, members, and instructors from any and all responsibility and liability for loss, damage or injuries of any kind I may sustain or suffer to my person or property occurring on or about the premises.

I agree to consider the welfare of my dog, to respect IPOC volunteers, instructors, and other class participants. I understand that if I do not exhibit acceptable sportsmanship behavior that I may be excused from remaining classes, and that no refunds will be issued.

A **full refund** will be provided under the following circumstances:

1. Request is made by the registered student at least three days prior to the first class;
2. IPOC cancels the class session for any reason.

A **credit** will be provided for the next scheduled class session, if requested by the registered student, should the dog and/or handler **miss three or more classes** and are unable to complete the session.

Credit will not be given for one or two missed classes during the session. Students should contact the instructor for class information.

IPOC does not offer a make up time for **missed classes**. Students should contact their instructor for missed lesson plans.

When the original instructor is unable to teach classes, IPOC will provide a substitute instructor. Refunds or credits will be issued if a substitute cannot be provided.

IPOC charges a fee for returned checks. The check amount *plus* the fee charged by IPOC's bank must be paid to IPOC by **cash or money order** within one week following contact from IPOC concerning the returned check.

If a second returned check is received within a 24-month period, all future payments must be paid in cash or by money order.

Attendance in classes will be suspended until payment and fees are received. There will not be any credit or refund available for missed classes under these circumstances.

IPOC reserves the right to excuse from class any dog that exhibits aggressive behavior.

I acknowledge that IPOC may notify the Polk County Sheriff's Office, Animal Control section, should my dog be involved in a biting incident.

To the best of my knowledge:

Has your dog ever bitten anyone?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Person	or	<input type="checkbox"/> Dog
Has your dog exhibited aggressive behavior?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Person	or	<input type="checkbox"/> Dog

Signature _____

Date: _____