

Serving Children and Reaching Families  
Office of Human Services

Registration deadline is 24 hours prior to date of training

**Mental Health Targeted Case Management  
TRAINING REGISTRATION FORM**

**Required Information:**

Registrant Name: \_\_\_\_\_ Phone : \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Alternative Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
In case of change or cancellation, how should we reach you: \_\_\_\_\_  
Training Requested: \_\_\_\_\_ Training Dates: \_\_\_\_\_  
Training # (if listed) : \_\_\_\_\_ Section # (if listed): \_\_\_\_\_

**Check the appropriate box below indicating payment option:**

- I will pay with a certified check or money order at the door (must be paid by start of the first day of training). Please make check/money order payable to: SCARF
- Enclosed with the registration fee (certified check only) payable to: SCARF
- Using my credit card via agency website at: [www.SCARFFL.com](http://www.SCARFFL.com) Note: there is a fee included when paying online.

**To Return Registration Form:** Please fax to 321-594-6096 or send via email to: HR @Scarffl.com

**Note:** Any registrant needing reasonable accommodation to participate should contact Jennifer Campbell/ Training and Development at 321-236-1540.

**Cancellation Policy**

SCARF reserves the right to cancel up to 24 hour before the scheduled training is to begin due to low registration. If a training event is cancelled, registrants receive a full refund of payments for course fees and supplemental material or SCARF can transfer your registration fee to an upcoming training. If you do not enroll in another class within one year, the fees will be forfeited. SCARF reserves the right to cancel or reschedule a course or part thereof at any time. In the event of SCARF having to cancel or re-schedule a course, attendees will be offered an alternative course date or the option to withdraw from the course and a credit/refund issued if appropriate. We cannot take responsibility for the expenses incurred by the customer as a result of the cancellation or re-scheduling of the course. If you choose to cancel and SCARF receives your written cancellation: A) up to 5 days before the training, the registration fee is refundable, minus a \$10.00 service charge or you may select a full credit towards a future training class or event. B) is received from 2 to 3 calendar days before the training, the fee is refundable at 50%, minus a \$10.00 service charge or you may select a full credit towards a future conference or training event. C) is received in 24 or fewer hours before the training, you will receive credit towards a future conference or training event, minus a \$10.00 service charge. If you do not cancel or attend, you are still responsible for the payment. All credits for future classes due to your cancellation are forfeited if you do not attend another class within one year of your first cancellation. Under no circumstances is SCARF responsible for reimbursement of expenses associated with an individual attending any training.