

# Registration Information

**Registration Form:** The registration form at the end of this brochure has been completely redesigned to better serve the applicant. You must enter a 1st, 2nd, and 3rd choice in each session you plan on attending to ensure we place you in a class of your choosing. Please feel free to copy the form as needed and complete the entire form prior to submission. You can mail to the listed address or fax to 270-273-5630, or register online at [www.sfrtarea3.org](http://www.sfrtarea3.org).

**Choice of Classes:** Most classes fill up quickly so make sure you get your registration form and payment in as soon as possible to ensure your seat in the class of your choice. Classes with low enrollment will be cancelled 2 weeks prior to the school, so if you need a specific class, get your registration form and payment in as soon as possible to ensure your class makes it!

**Payment of Class Fees and Confirmation:** Registration fees must be submitted promptly upon application. Invoices will not be sent and your registration form with class fees listed should be used as your invoice/receipt. Purchase orders from municipalities will be accepted with payment to follow immediately. **Confirmation for classes will only be sent to a legible and valid email address upon receipt of payment!**

**Deadlines and Refunds:** Registration fee for a single session or the entire weekend is \$75 per student for payments received prior to close of business on February 16, 2024. Registration fee will be \$85 per student after February 16 and for any on-site registrations. **Refunds must be requested by email prior to February 16, 2024 to [pat.thompson@kctcs.edu](mailto:pat.thompson@kctcs.edu) listing the students name, method of payment to GRFA (check or credit card), and to whom to make the refund (check to submitting party on original payment).**

**Junior Firefighters/Explorers:** With this conference being a lecture setting, Junior Firefighters/Explorers are welcome at the Officers School; however, you must submit a letter from the Chief of the sponsoring agency stating they are aware that the Junior/Explorer is attending and the contact information with name and phone number of the on-site supervisor of the attending Junior/Explorer.

**Student Conduct:** All students/participants are expected to conduct themselves in a professional manner as would be expected by the representatives of your sponsoring agency/jurisdiction. Inappropriate conduct or unnecessary disruptions will not be tolerated during any events or classroom sessions of the conference and will be dealt with accordingly. Remember, you are representing your department or organization while attending this or any other public event and many wear clothing, etc. that identify you with a particular agency, so please act accordingly.