



EDUCATION REGISTRATION FORM

Course Name: _____

Course Location: _____ Course Date: _____

Mr. Mrs. Ms.

Name: _____ Designations: _____

Name for Badge: _____ Agent's License #: _____

Agency/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email address: _____ Date of Birth: _____

For CIC attendees only – Is this your first CIC? Yes No

Price Guide	
<u>CIC Institute</u>	
Early Registration	\$399 *
30 Days Prior to Institute	\$425 *
<u>CIC Ruble Graduate Seminar</u>	\$420
<u>CISR Classes</u>	\$155 *
<u>Laws and Regulations</u>	
Member	\$25
Non-member	\$50
<u>Other Courses</u>	TBA
• Price Increase effective 2/5/09	
Payment must be received prior to attending the Class or Institute.	

- ✓ **All** that apply:
- I am P&C Licensed
 - I am L&H Licensed
 - I sell Commercial Lines
 - I sell Personal Lines

- ✓ **Only One:**
- I am an Agency Owner
 - I am an Agency Employee
 - I am a Company Rep.
 - I am a Marketing Rep.

Invoice Me Charge my credit card (Visa/MC/Amex)

CC#: _____ Exp: _____

Name on card: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Mail to: PIA of VA & DC, 8751 Park Central Dr., Su. 140, Richmond, VA 23227 ~ Fax to: (804) 266-1075 ~ Email to carol@piavadc.com

Cancellation Policy: PIA reserves the right to cancel programs for insufficient registration and will give as much notice as possible if we do cancel a program.

Attendee Cancellation Policies:

CISR Classes: within one week of class: 50% penalty to cancel; \$25 penalty to transfer to another class; no refund for not canceling and not showing up; no penalties for substitutions

CIC Institutes: within two weeks of class: \$50 penalty to cancel; \$25 penalty to transfer to another class; \$100 penalty for not canceling and not showing up; no penalties for substitutions

CIC Ruble Graduate Seminar: within seven calendar days of program: \$75 to cancel; \$125 penalty for not canceling and not showing up; no penalties for substitutions

Other Programs: within one week of program: 50% penalty to cancel; 25% penalty to transfer to another class; no refund for not canceling and not showing up; no penalties for substitutions

Errors and Omissions: Members registering for an advertised **FREE** E&O Seminar will be asked to provide a credit card number to secure your place in the course. If you cancel within one week of the program, or do not show up, a \$25 penalty will be charged to your credit card; no penalties for substitutions.

Disabilities: In accordance with Title III of the Americans With Disabilities Act, we ask that registrants to advise us when registering of disabilities, as well as any necessary accommodations.