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

✓ ***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.

Price Guide

CIC Institute	
Early Registration	$425
30 Days Prior to Institute	$450
CIC Ruble Graduate Seminar	$420
CISR Classes	$175
CPIA	Member $175 / Non-member $215
L&R	Member $25 / Non-member $50
E&O	Member FREE / Non-member $125

Payment must be received prior to attending the Class or Institute.

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

**Please note the following convenience fees for credit transactions: $3.00 minimum; $5.50 for CISR and CPIA; $9.75 for CIC

CC#: _____ Exp: _____ CVV/CVC: _____

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 and CPIA 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.

01.01.2012