

## NATIONAL CIP CLASS POLICIES PROPOSAL

### REGISTRATION/TRANSFER/WITHDRAWAL/ CANCELLATION POLICY

The in-class and virtual instruction options for CIP courses are offered through local institutes and chapters of the Insurance Institute. Courses include approximately of instruction. During the term students should expect to complete assignments, quizzes, and a proctored mid-term examination. Students must also write the National Final Exam at the end of the semester.

A CIP course schedule is published every semester for in-class courses. Due to availability of instructors and student demand, not all courses are offered every semester. However, distance learning is available for most of the courses.

The policies listed below apply to all CIP courses offered by a local chapter or Institute. If you have any questions regarding current course offerings or the policies listed below, please contact your local chapter or Institute office.

### CLASS REGISTRATIONS

Students who register early are ensured a spot in the course of their choice. To give students every chance of being successful in their CIP classes, the Institute limits class sizes and allows registration up to the deadlines listed below. These deadlines are subject to space availability.

Weekly classes, including evening, lunchtime, off-site or virtual classes

Registrations are accepted up to the end of the 2nd scheduled class  
Fast Track, including Weekend Warrior and Saturday classes

Registrations accepted up to the beginning of the 1st class (For CE credits to be awarded attendance is required for the entire class time)

One week classes

No late Registrations accepted after the start of the first class.

### STUDENT TRANSFERS

From time to time, students who have already registered in a course may discover the course is also being offered at a time or location that better suits their schedule. Students wishing to transfer to an alternate class (same course) may do so with no penalty before the deadlines. Transfers from in-class or virtual to distance learning is not permitted.

Weekly classes including evening, lunchtime, in-house, off-site or virtual classes

Transfers accepted up to the end of the 2<sup>nd</sup> scheduled class

### STUDENT WITHDRAWALS

Class withdrawals are accepted before the deadlines listed below. Students who withdraw from a course will receive a refund for tuition and exam fees, minus any paid membership, shipping and the current administration fee of \$55.00 plus tax.

Current edition textbooks may be returned for refund ONLY if they are returned in perfect and unmarked condition. All textbook shipping fees are the responsibility of the student.

Evening, lunchtime, in-house, off-site or virtual classes

Withdrawals accepted up to the end of the 2nd scheduled class

Fast Track, including Weekend Warrior and Saturday classes

No withdrawals accepted after the start of the 1st class

### **COURSE CANCELLATIONS**

Despite our best efforts, there are occasions when course registration does not warrant running a class. The Insurance Institute reserves the right to withdraw, limit, cancel, adjust or relocate any class due to insufficient enrollment. When it is necessary to cancel or change a class, we will make every effort to contact registrants. It is important that the student provides us with up-to-date contact information at time of registration.

If you register for a course that is subsequently cancelled, you may transfer to another course (space permitting) or choose to receive a full refund for course fees paid (memberships are non-refundable; textbook fees can be refunded if the book has not been received by the student at time of cancellation, or is returned to the institute in perfect saleable condition).