



# Insurance Institute of BC

**Insurance Institute**

Only use this form when paying by cheque or not requiring textbook when registering for a **BC class**.

This form is **not applicable for Distance Learning**, please register online or phone member services at 1-866-362-8585.

## Contact Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Date of Birth (mm/dd/yy): \_\_\_\_\_

Company Name: \_\_\_\_\_

Direct Business Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Textbooks for Fast Track or Virtual classes will be shipped to your business address unless otherwise advised.**

## Course Selection(s)

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Location: \_\_\_\_\_

**Check here if you do not require textbooks** (n/a for Distance Learning)  
**Note: Online tutorial is only included with the purchase of a new textbook.**

Evening  Fast Track  Virtual

Mon  Tues  Wed  Thurs  Weekend

**Total fees before shipping: \$** \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Location: \_\_\_\_\_

**Check here if you do not require textbooks** (n/a for Distance Learning)  
**Note: Online tutorial is only included with the purchase of a new textbook.**

Evening  Fast Track  Virtual

Mon  Tues  Wed  Thurs  Weekend

**Total fees before shipping: \$** \_\_\_\_\_

Shipping for Fast Track or Virtual classes, please add \$17.85 for each course:

**Shipping: \$** \_\_\_\_\_

Membership is mandatory to enroll in classes.

Please add \$80 to purchase or renew your membership for 2019-2020 if necessary.

**Membership: \$** \_\_\_\_\_

**Total Amount Due with GST: \$** \_\_\_\_\_

## Payment:

Cheque enclosed  Company cheque to follow  Personal cheque to follow

Please make cheques payable to 'Insurance Institute of BC'

To pay by Visa, MasterCard or Amex, please phone us at 604-681-5491.

**Payment is due within one week of registration**

## Cancellations:

Once your form is received in our office, you are registered and financially responsible for the course.

Cancellation requests must be received in writing prior to the deadline. NO REFUNDS after the cancellation deadline.

Cancellation Fee: \$57.75 (incl. GST)

**Please email or fax in immediately to secure your seat!**

Insurance Institute of BC

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Email: iibcmail@insuranceinstitute.ca www.insuranceinstitute.ca