

Insurance Institute of NB

CIP Classes - Important Information

Registration & Payment Information

Registrations will be accepted on a first come, first served basis. Students may register in person at the Insurance Institute office or [online](#). Inquiries should be directed to the Insurance Institute of New Brunswick by calling 506-386-5896 or emailing IINB at iinbmail@insuranceinstitute.ca.

Class sizes are subject to minimum and maximum registrations. Failure to reach the minimum number of required students may result in cancellation of that class. Cancellation policy is void when number of students is under 7 students enrolled. At times it may be necessary for instructors to reschedule classes.

Students are reminded that transfers between courses, or into Distance Learning, are not permitted once you are registered. If you want to change courses or tuition method it is necessary to withdraw from one course and register in another (see below for withdrawal regulations). Please refer to the CIP Program Syllabus for this information. Any further questions should be directed to the Insurance Institute of New Brunswick.

Payment may be made by cheque, cash, and money order, VISA, MasterCard or AMEX. Cheques must be payable to **Insurance Institute of New Brunswick.**

The Insurance Institute of New Brunswick registration form must accompany all registrations submitted *in person, by mail, courier or fax*. The registration form is attached to this document. The registration form and payment must be sent to the **Insurance Institute of New Brunswick**. Do not send them to the Insurance Institute of Canada.

All students must be paid members of the Insurance Institute of New Brunswick. Final results will not be released to those students whose membership fees are unpaid.

Withdrawal Policy

Class withdrawals are accepted according to the deadlines listed below. Students who withdraw from a course will receive a refund for tuition and exam fees, minus any paid membership, shipping fees, and the current administration fee of \$57.50.

Textbooks and Resource Guides may be returned for credit **ONLY** if they are in perfect and unmarked condition. Return shipping fees are the responsibility of the student.

VIRTUAL CLASSES:

Withdrawals accepted until the start of the **third** class.

WEEKEND WARRIOR CLASSES: Not offered for Spring 2018

Spring 2018 CIP Classes

Full course offering can be found by following the link below.

<https://www.insuranceinstitute.ca/en/institutes-and-chapters/New-Brunswick/CIP-Courses>

