



EDUCATION REGISTRATION FORM

Course Name: _____

Course Location: _____ Course Date: _____

Mr. Mrs. Ms.

Name: _____ Designations: _____

Name for Badge: _____

***** Are you licensed? Yes No Resident State: _____ State License #: _____

Agency/Company: _____ *This is a change*

Address: _____ *This is a change*

City: _____ State: _____ Zip: _____

Phone: _____

Email address: _____ Date of Birth: _____

CIC Institute attendees only: Is this your first CIC? Yes No

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

CC#: _____

Exp: _____ Security Code: _____ (Amex on FRONT of card)

Name on card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

PROGRAM PRICING

CIC Institute (**NOT Ruble Seminars**)
EARLY * Registration \$450 (eff 1/1/20)
 * **Must be PAID 30 days prior to start of class**
 LATE – Within 30 Days of Institute \$475

<u>RUBLE Seminar</u>	\$445
<u>CISR Class</u>	\$190
<u>CSRM Class</u>	\$179
<u>CPIA</u>	Mbr \$190 / Non-Mbr \$215
<u>Pre-Licensing</u>	Mbr \$270 / Non-Mbr \$295

PAYMENT IS DUE PRIOR TO CLASS

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

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

CIC Institutes & Ruble Seminars

Cancellations or requests to transfer a registration fee to another institute or seminar must be submitted in writing, and:

- Will incur a \$125 processing fee if received **within 10 business days** prior to the institute or seminar.
- Will incur a \$75 processing fee if received **within 11-30 business days** prior to the institute or seminar.
- Will receive a full refund if received **over 30 business days** prior to the institute or seminar.
- No refund for registrants who do not show up, and have not provided the above noted required advance written notice.

All Other Programs (unless noted otherwise)

Cancellations or requests to transfer a registration fee to another class must be submitted in writing.

Written requests received within 7 business days of program:

- 50% processing fee to cancel; 25% processing fee to transfer to another class.

Written requests received in excess of 7 business days will incur no processing fee.

No refund for registrants who do not show up. No processing fee for the substitution of one person for another.

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