



# Registration Form

To register and pay by credit card, please Register Online using our secure website or complete this form and fax to IRWA Headquarters at: (866) 388-7419 or can and email to registrations@irwaonline.org.

## Your Information

Name  Member Number

Title  Company

Street Address

Address 1

City  State/Province  Zip Code/Postal Code

Phone  Fax

E-mail

## Course Information

Course Number and Name

Course Start Date  Course End Date  Course Location

Member Fee  Non-Member Fee  Late Registration (if applicable)  GST/HST  Total

## Payment Information

Please confirm my registration by  Fax  E-mail

Check  Credit Card  Visa  M/C  AmEx

Check Number  Card Number  Expiration Date

Name (as it appears on card)  Signature

## Credit Card Transactions

All credit card transactions are processed in U.S. Dollars.

IRWA Currency conversion rate posted on website. All credit card charges may be subject to foreign currency conversion fee imposed by card holder's bank. To avoid possible conversion fee, participant may pay by check.

## Class Cancellation & Tuition Refund Policy

**Cancellation Policy:** All classes scheduled by IRWA are subject to cancellation. All class registrants are encouraged to contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be canceled at any time (for reasons including, but not limited to, insufficient registration, Facilitator emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

**Refund Policy:** Written notification of intent to cancel registration must be received by both the Course Coordinator and Headquarters Education Staff (koonce@irwaonline.org) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date; and no refund will be issued for notice received on or after the class start date.

For additional information about IRWA courses, please visit our website at [www.irwaonline.org](http://www.irwaonline.org) or e-mail DeOnna Koonce at [koonce@irwaonline.org](mailto:koonce@irwaonline.org).