



## 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](mailto:registrations@irwaonline.org).

### Your Information

|                       |                         |                               |
|-----------------------|-------------------------|-------------------------------|
| <i>Name</i>           |                         | <i>Member Number</i>          |
| <input type="text"/>  |                         | <input type="text"/>          |
| <i>Title</i>          |                         |                               |
| <input type="text"/>  |                         |                               |
| <i>Company</i>        |                         |                               |
| <input type="text"/>  |                         |                               |
| <i>Street Address</i> |                         |                               |
| <input type="text"/>  |                         |                               |
| <i>Address 1</i>      |                         |                               |
| <input type="text"/>  |                         |                               |
| <i>City</i>           | <i>State / Province</i> | <i>Zip Code / Postal Code</i> |
| <input type="text"/>  | <input type="text"/>    | <input type="text"/>          |
| <i>Phone</i>          | <i>Fax</i>              |                               |
| <input type="text"/>  | <input type="text"/>    |                               |
| <i>E-mail</i>         |                         |                               |
| <input type="text"/>  |                         |                               |

### Course Information

|                               |                        |  |                         |
|-------------------------------|------------------------|--|-------------------------|
| <i>Course Number and Name</i> |                        |  |                         |
| <input type="text"/>          |                        |  |                         |
| <i>Course Start Date</i>      | <i>Course End Date</i> | <i>Course Location</i>                   |                         |
| <input type="text"/>          | <input type="text"/>   | <input type="text"/>                     |                         |
| <i>Member Fee</i>             | <i>Non-Member Fee</i>  | <i>Late Registration (If Applicable)</i> | <i>Canadian GST/HST</i> |
| <input type="text"/>          | <input type="text"/>   | <input type="text"/>                     | <input type="text"/>    |
|                               |                        |  | <i>Total</i>            |
|                               |                        |  | <input type="text"/>    |

### Payment Info

Please confirm my registration by  Fax  E-mail

Check      *Credit Card*  Visa  MC  AmEx

|                                      |                             |                        |
|--------------------------------------|-----------------------------|------------------------|
| <i>Check Number</i>                  | <i>Card Number</i>          | <i>Expiration Date</i> |
| <input type="text"/>                 | <input type="text"/>        | <input type="text"/>   |
| <i>Name ( as it appears on Card)</i> |                             |                        |
| <input type="text"/>                 |                             |                        |
| <i>Signature</i>                     | <i>Amount to be charged</i> |                        |
| <input type="text"/>                 | <input type="text"/>        |                        |

### 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 ([gray@irwaonline.org](mailto:gray@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 [education@irwaonline.org](mailto:education@irwaonline.org).