

## Course registration form

### Contact information (Please Print)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City State Zip code

\_\_\_\_\_  
Phone  Home  Business  Cell

\_\_\_\_\_  
Email Fax

Check here if the above information is your IREM preferred:

Mailing address  Email  Phone number

### IREM<sup>®</sup> account

If you're a current IREM member, you're eligible for a member discount.

IREM ID Number

Interested in membership? Go to [irem.org/membership](http://irem.org/membership) for more info about joining.

### Payment information

Check or money order (Payable to IREM)

**If registering for the MPSA, please select a property type below:**

- Conventional apartment
- Retail strip shopping center
- Office building

Course code	Format (online, classroom (city), live webinar)	Date	Tuition

Total \_\_\_\_\_

### Ways to register

#### Online/Email

irem.org  
getinfo@irem.org

#### Mail

IREM  
430 North Michigan Avenue  
Chicago, IL 60611-4090

#### Phone

(800) 837-0706  
Mon.-Fri. 8 a.m.-5 p.m. CST  
Outside the U.S. call +1-(312)-329-6000

#### Fax

(800) 338-4736

[irem.org/learning/course-cancellation-policies](http://irem.org/learning/course-cancellation-policies)

### Online and on-demand courses

All online and on-demand course registrations are non-refundable and non-transferable.

### Classroom courses

To cancel your classroom course registration, send written notification to IREM Headquarters at [getinfo@irem.org](mailto:getinfo@irem.org). Requests must be received prior to the beginning of the course and will be honored based on the chart below. IREM assumes no liability for any expenses incurred other than the registration fee.

If your cancellation is received:

Options	3+ business days prior to start	1-2 business days prior to start
Option 1	Transfer to another classroom or online course*	Transfer to another classroom or online course*
Option 2	Full refund	Full refund less a \$75 cancellation fee

\*Valid up to 12 months from the date of cancellation

Individuals who are a no-show or cancel the day of a course will not be eligible for a refund or course transfer.

IREM may from time to time find it necessary to cancel a course. In those cases, you may choose to transfer to another course or receive a full refund. IREM assumes no liability for any expenses incurred other than the registration fee.

### Webinars

To cancel your registration, notify IREM Headquarters by email at [getinfo@irem.org](mailto:getinfo@irem.org).

If your cancellation is received:

At least 3 days prior to the start of the webinar	Between 1-2 business days prior to the start of the webinar	Less than 1 business day prior to the start of the webinar or you miss the webinar
<ul style="list-style-type: none"> <li>You may receive a full refund of your registration fee or a voucher valid for up to 12 months from the date of cancellation to use on a future webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Your registration fee cannot be refunded.</li> <li>You'll receive a voucher valid for up to 12 months from the cancellation date to use toward a future webinar.</li> </ul>	<ul style="list-style-type: none"> <li>Your registration fee can't be refunded nor can you transfer your registration to another webinar.</li> </ul>