

# 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)  
 Visa  MasterCard  American Express  Discover

\_\_\_\_\_

Card number

\_\_\_\_\_

Expiration date CCV

\_\_\_\_\_

Cardholder's name

\_\_\_\_\_

Cardholder's billing address

\_\_\_\_\_

City State Zip code

\_\_\_\_\_

Signature Date

By signing I agree to the appropriate tuition for all the courses below, based on current membership status and/or early bird deadlines. If the incorrect amount is written below, the registration cannot be processed.

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

## 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

To have consideration for a refund or course transfer, we require that you contact us in advance of the course at [getinfo@irem.org](mailto:getinfo@irem.org) or call **(800) 837-0706**. The chart below describes our cancellation policy based on the period in which you provide notice.

	3+ business days	1-2 business days	Day of course or no-show
<b>Classroom course</b>	Full refund or transfer to another classroom, live online, or self-paced online course (credit available for up to 6 months: after 6 months credit is nonrefundable)	Refund less a cancellation fee of \$75 or transfer to another classroom, live online, or self-paced online course (credit available for up to 6 months: after 6 months credit is nonrefundable)	Non-refundable and non-transferable
<b>Live online course</b>	Refund less a cancellation fee of \$75 or transfer to another classroom, live online, or self-paced online course (credit available for up to 6 months: after 6 months credit is nonrefundable)	Refund less a cancellation fee of \$75 or transfer to another classroom, live online, or self-paced online course (credit available for up to 6 months: after 6 months credit is nonrefundable)	Non-refundable and non-transferable
<b>Self-paced online course</b>	Non-refundable and non-transferable	Non-refundable and non-transferable	Non-refundable and non-transferable
<b>Webinar</b>	Full refund or transfer to another classroom, live online, or self-paced online course (credit available for up to 6 months: after 6 months credit is nonrefundable)	Credit valid for up to 6 months of cancellation to be used toward future webinar (credit available for up to 6 months: after 6 months credit is nonrefundable)	Non-refundable and non-transferable

**Note:** IREM may from time to time find it necessary to cancel a classroom course, live online course, or webinar. In such cases, your registration fee will be fully refunded. However, IREM assumes no liability for any expenses incurred other than the registration fee.