

ENROLLMENT FORM including guidelines and cancellation policy

Please complete the enrollment form below and either fax it to 732-494-4640 with your credit card information, or mail it to the address below with your check made payable to the Appraisal Institute. **Your enrollment form and payment must be in the chapter office at least 10 business days prior to each class. Any forms received within 6-10 business days of the 1st day of class will pay a minimum late fee of \$25. Do not mail checks within 6 business days of the course.** We cannot accept walk-in students. Cancellation fee of \$50 plus cost of materials and shipping per course or seminar up to 6-10 business days prior to 1st class. No refund for cancellations within 5 business days of 1st class unless you have someone to take your place; all cancellations must be received in writing at least 6 business days prior to each course. There will be a 10% cancellation fee for administrative costs after registration. You will receive a confirmation and directions with your confirmation by email. The chapter reserves the right to cancel or reschedule any program, and to change faculty assignments if necessary. If you missed the deadline, you can be put on a waiting list, by e-mailing the chapter office- appraisal.institute@verizon.net (you will still be charged late fees).

Course or Seminar Title(s):
Course or Seminar Date(s):
Chapter Name Sponsoring Course: Metro New Jersey Chapter
Course or Seminar Location:
Social Security Number: ___-___-____ or membership number
Name:
Mailing Address (please specify home or business):
City/State/Zip:
Home Phone Number:
Company Name:
Company Address:
City/State/Zip:
Business Phone: _____ Fax: _____
E-mail (Your confirmation will be sent by e-mail):
Appraisal Institute Member? ___Yes ___No If yes, which chapter?
Appraisal Institute Course(s) and Examination(s) completed (to ensure completion of pre-requisites)

Mail Completed Enrollment Form with Payment to:
Appraisal Institute - Metro New Jersey Chapter
P. O. Box 2000, Edison, NJ 08818
(Checks should be made payable to: Appraisal Institute)

Credit Card Number (Visa, MasterCard or AmEx only): _____ Exp. Date _____

Name on Card: _____

Credit Card Billing Address/City/State/Zip Code _____

Signature: _____ Amount to be Charged: _____

For further information, contact the chapter office at 732-494-4716 ~ Fax Number: 732-494-4640
E-mail: appraisal.institute@verizon.net ~ Web Site: www.ai-newjersey.org
Need Appraisal Institute Membership Information? Go to www.appraisalinstitute.org

If you have a disability and may require some form of accommodation, please notify us in writing at least 2 weeks in advance and we will arrange for reasonable accommodation.