

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[®] 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 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 (classroom, live online, self-paced online)	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

Self-paced online courses

All self-paced online course registrations are non-refundable and non-transferable.

Classroom and live online courses

To cancel your classroom or live online course registration, send written notification to IREM Headquarters at getinfo@irem.org or by mail to 430 North Michigan Avenue, Chicago, IL 60611.

If your cancellation is received:

At least 10 days prior to the start of the course

- You may transfer to another classroom, live online, or self-paced online course or receive a full refund of your registration fee.
- Transfers are only valid for 12 months from the cancellation date. After this time, the fees are forfeited.

Between 3-10 business days prior to the start of the course

- You may transfer to another classroom, live online, or self-paced online course or receive a refund of your registration fee less a \$75 administrative fee, which applies to each individual course cancelled.
- Transfers are only valid for 12 months from the cancellation date. After this time, the fees are forfeited.

Within 3 business days prior to the start of the course or you are a no-show

- Your registration fee can't be refunded nor can you transfer your registration to another course.

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.

If your cancellation is received:

At least 3 days prior to the start of the webinar

- 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.

Between 1-2 business days prior to the start of the webinar

- Your registration fee cannot be refunded.
- You'll receive a voucher valid for up to 12 months from the cancellation date to use toward a future webinar.

Less than 1 business day prior to the start of the webinar or you miss the webinar

- Your registration fee can't be refunded nor can you transfer your registration to another webinar.