

Atlanta Area Chapter Appraisal Institute EDUCATION ENROLLMENT POLICY & AGREEMENT

Education Provider

Atlanta Area Chapter Appraisal Institute, 2451 Cumberland Parkway, #3510, Atlanta GA 30339

Name of Student (First, Middle, Last)

Student Address (address, city, state, zip)

Name of Seminar

Date & Time of Seminar

Location of Seminar

Tuition

Tuition for each seminar is provided on the Atlanta Area Chapter Appraisal Institute web site under the education schedule at www.aiatlanta.org

Online Registration Discount

Register online and receive a \$10 discount. Additional early bird registration discounts will be provided (discount amount is based on which seminar you are attending).

Registration Deadline

The registration deadline is 11 business days prior to the start date. However, the registration deadline may be extended if vacancies remain.

How to Register

1. Online: www.aiatlanta.org and click "Online Registration"
2. Fax Registration Form: 404-745-0270
3. Mail Registration Form: Appraisal Institute, 2451 Cumberland Pkwy, Box # 3510, Atlanta, GA 30339

The registration must include tuition payment. A confirmation letter and receipt will be emailed to participants immediately upon completion of the online registration. If you mail or fax the registration, processing may take 5 to 7 business days.

Enrollment Cancellation Policy & Fees

- Up to 15 days, \$25 to \$50 cancellation fee (depending on the course or seminar)
- 7 to 14 days prior to start date, \$85 - \$150 cancellation fee (depending on the course or seminar)
- Less than 7 days prior to seminar start date, forfeit of payment unless a student replacement is provided.

All student enrollment cancellations must be submitted in writing via fax 404-745-0270 or email sbrockway@aiatlanta.org . Cancellations will be subject to the above policy based on the date they are received by the Atlanta Area Chapter Appraisal Institute.

Course or Seminar Cancellation Policy

The Atlanta Area Chapter Appraisal Institute reserves the right to cancel, limit, or reschedule the seminar or course and to change facility locations at any time; therefore, prospective students should confirm their registration prior to making any non-refundable airline reservations. If the course or seminar is cancelled by the education provider, a full refund of tuition paid will be provided to the students.

Attendance Policy

100% attendance is required for all Appraisal Institute education programs. This follows Appraiser Qualifications Board minimum criteria requirements. A “classroom hour” is defined as 50 minutes out of each 60 minute segment. A 10-minute break per hour is allowed and a student would still meet the 100% attendance requirement. Students should not be late or leave early; if they are late or leave early, they will not receive credit. Partial credit is not awarded.

Non-Discrimination & Diversity

It is the goal of the Appraisal Institute to foster a corporate culture that thoroughly embraces diversity. Diversity is integral to every aspect of the Appraisal Institute. The Appraisal Institute is committed to being an organization that is representative of all aspects of society and free from discrimination, based on, but not limited to, race, color, ethnicity, national origin, gender, age, physical ability, sexual orientation, religion, and family status.

Other Important Information

If you have a disability and may require some accommodation, please notify the chapter office in writing at least two weeks in advance and we will arrange for reasonable accommodation.

The below signatures represent an agreement between the Atlanta Area Chapter Appraisal Institute and the Student that the above enrollment policy will be followed.

SIGNATURES

Student Name

Atlanta Area Chapter Appraisal Institute
Education Provider Name

Signature

Signature / School Director / Suzanne Brockway

Date

Date