

CampusMBA Classroom-Based Program Substitution, Cancellation and Transfer Request Form

Complete this form to cancel your registration, substitute another individual in your place or transfer your location for a CampusMBA Classroom-Based Program

Classroom substitution Request

- Must be received 14 days prior to the start of the program
- Substitute must be from the same company
- \$50 Substitution Fee is required

Cancellation Request

- **30 days prior to the start of the program:** full refund minus \$50 processing fee and minus cost of materials sent will be issued
- **8–29 days prior to the start of the program:** 50% of registration fee will be refunded
- **7 days or less prior to the start of the program:** no refund will be made

Transfers

- Requests must be received 14 days prior to the start date
- Transfers to a new location made within 14 days of the program date will include a \$600 transfer fee
- Courses may only be transferred one time
- \$50 transfer fee is required

Return this Form by

Fax: (202) 289-0671

Mail: Mortgage Bankers Association
1717 Rhode Island Avenue, NW, Suite 400
Washington, DC 20036

Questions?

Call (800) 793-6222 (select option 3)
Monday–Friday 9:00 a.m.–5:00 p.m., ET

Course Information:

Program Name _____

Program Date _____ Program Location _____

Product Code _____

I would like to: Cancel my registration Request that another individual attend this program in my place
 Transfer course location (please complete the substitution information below)

Individual Information:

MBA Member Nonmember Mr. Ms. Mrs.

First Name _____ MI _____ Last Name _____

Title _____ Customer ID Number _____

Company Name _____

email address required (for confirmations)

For Transfers Only:

Desired Program Date _____ Desired Program Location _____

Desired Product Number _____

For Substitutions Only:

Substitute's Information:

First Name _____ MI _____ Last Name _____

Title _____

Company Address (if different than yours) _____

City _____ State _____ Zip _____

Phone Number _____ **email address required (for confirmations)**

Payment Method: A \$50 PROCESSING FEE WILL BE APPLIED TO ALL SUBSTITUTIONS, TRANSFERS AND CANCELLATIONS. PLEASE SEE CANCELLATION INFORMATION, ABOVE LEFT, FOR REFUND DETAILS. RETURN BY: FAX (202) 721-0247 OR MAIL.

Payment Enclosed (Payable to Mortgage Bankers Association)

Charge My: VISA MasterCard American Express Discover

Card Number _____ Expiration Date _____ Amount of Charge _____

Name as it Appears on Card _____ Address if Different from Above _____

Signature _____ Date _____



CampusMBA®
Training Center for Real Estate Finance

FOR OFFICE USE ONLY		ATTN: STAFF		Source Code WB	
ID	Co ID	Order #	Operator	Date	