

Distance-Learning Program Change Form

Use for registration changes on:

- LIVE Online Workshops
- Guided Web-Based Courses
- Web-Based Courses

Three Easy Ways to Change Your Registration

Fax CampusMBA

(credit card only)
(202) 289-0671

Mail CampusMBA

Payable to: Mortgage Bankers Association
Mail to: Mortgage Bankers Association
P.O. Box 10448
Uniondale, New York 11555-0448

EXPRESS Mail

Payable to: Mortgage Bankers Association
Mail to: Citi
1 RXR Plaza
Lockbox Lower Level
WLBX # 10448
Attn: J Brady/N Richards
Uniondale, NY 11555
(800) 793-6222 (select option 3)

Questions?

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

Course Information:

Program Name

Transfer to New Student*

Extend Deadline**

Cancel***

Original Student Information:

MBA Member Nonmember Mr. Ms. Mrs.

First Name

MI

Last Name

Title

Customer ID Number

email address required (for confirmations)

New Student Information: COMPLETE ONLY IF TRANSFERRING COURSE TO NEW STUDENT

MBA Member Nonmember Mr. Ms. Mrs.

First Name

MI

Last Name

Title

Customer ID Number

Company Name

Company Address (UPS will not deliver to a P.O. Box)

City

State

Zip

Business Phone Number

Business Fax Number

email address required (for confirmations)

Previous Employer (If employed less than two years)

* A distance-learning course can be transferred to a new student only if no quizzes or exams have been graded. A \$25 transfer fee is required to complete the transfer. New student assumes the same deadline as the original student.

** To extend the deadline for a distance-learning course, the deadline extension request must be received by CampusMBA before the original course deadline. Only one 30-day extension, from the date of the original course deadline, will be granted. A \$50 extension fee is required to complete the deadline extension.

*** A print-based or web-based distance-learning course can be cancelled if the request is made within 30 days of the original purchase and only if no quizzes or exams have been graded. To receive a full refund, all course materials must be returned within 30 days. CD-ROM courses cannot be returned.

Payment Method: PREPAYMENT IS REQUIRED ON ALL TRANSFERS AND EXTENSIONS

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	