

CampusMBA Classroom-Based Course Registration Form

Attention: CampusMBA

To register for:

- Workshops/Institutes
- School of Mortgage Banking

Five Easy Ways to Register

CAMPUSMBA ONLINE

(Credit card only)

<http://shop.mortgagebankers.org>

FAX CAMPUSMBA

(Credit card only)

(410) 672-3504

MAIL CAMPUSMBA*

Payable to: Mortgage Bankers Association

Mail to: Mortgage Bankers Association

P.O. Box 631744

Baltimore, MD 21263-1744

EXPRESS MAIL*

Payable to: Mortgage Bankers Association

Mail to: Mortgage Bankers Association

c/o Bank of America/
Remittance Processing

Mailcode: MD4-301-18-04

Box # 631744

225 N. Calvert Street, 18th Floor

Baltimore, MD 21202

(800) 793-6222

PHONE CAMPUSMBA

(Credit card only)

(800) 348-8653

Monday–Friday, 8:30 a.m.–6:00 p.m., ET

*Use Express mail to meet registration cut-off

dates when applicable.



CampusMBA®

Training Center for Real Estate Finance

Attention PMDS

For office use only

SOURCE CODE: WB

ID

Co ID

Order#

Operator

Date

Course Information:

Program Name

Program Date

Program Location

Meeting/Course No.

Please fill in the appropriate registration fee*:

Member Fee

Nonmember Fee

Individual Information:

MBA Member

Nonmember

Mr.

Ms.

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 + 4

Business Phone Number

Business Fax Number

E-mail Address Required (For confirmations)

Previous Employer (If employed less than two years)

*Early registration fee applies only if payment is received by the early registration cut-off date. Call CampusMBA at (800) 348-8653 (Monday–Friday, 8:30 a.m.–6:00 p.m., ET) or visit www.campusmba.org for specific early registration cut-off dates.

Yes, I want to receive CampusMBA's free weekly eNewsletter that provides me with current educational articles and the latest news on CampusMBA's events and courses.

If you have special needs addressed by the Americans with Disabilities Act, please check here and attach a statement regarding your particular needs.

Payment Method: PREPAYMENT IS REQUIRED ON ALL ENROLLMENTS.

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

This section includes registration forms for MBA and CampusMBA meetings, publications and conferences. Please be sure to use the appropriate form. Individual forms are provided for the variety of products and services. Please read the title of each form to identify the appropriate order form or application.

Shipping Charges

Merchandise	Add
<i>Note: No shipping fee for course numbers ending in WC-W.</i>	
Up to \$25	\$4.95
\$25.01 to \$50	\$7.95
\$50.01 to \$100	\$11.95
\$100.01 to \$150	\$14.95
\$150.01 to \$200	\$17.95
\$200.01 to \$300	\$20.95
\$300.01 to \$400	\$22.95
More than \$400	\$28.00
<i>Overnight shipping (ordered by 11:00 a.m., ET) \$21 additional</i>	

Overnight Shipping

MBA offers UPS overnight service in the continental United States for an additional \$21 fee plus the regular shipping and handling charges (see chart). On most orders received by 11:00 a.m., ET, shipment will be the same day (depending on availability of items ordered). Packages over 30 pounds will be charged actual shipping charges. This service is available for credit card orders only.

International Orders

Orders to be shipped outside the continental United States and to foreign countries will be billed for the actual postage charge, depending on the form of shipment. Please contact Customer Service at (800) 348-8653, Monday–Friday, 8:30 a.m.–6:00 p.m., ET, for specific details or fax your order for a price quote to (410) 672-3504.

MBA Offers Travel Discounts For Members

Please contact Travel Incorporated, MBA's official travel agency, to take advantage of special discounts on airfare and car rentals. You can make your travel arrangements (Monday–Friday, 24 hours a day). To contact Travel Incorporated, call (800) 524-3002.

A proposed schedule will be sent to you immediately. Reservations will include 5–10 percent savings depending on the destination and meeting. You may also call our official air carriers and car rental agencies directly.

If you do not use Travel Incorporated please use the codes below when making your travel arrangements to ensure that you receive the appropriate discounts.

Airfare Discounts

If an event takes place before December 31, 2004, use the 2004 codes. If an event takes place after December 31, 2004, use the 2005 codes.

2004 Airline Codes

American: (800) 433-1790; Airline Code: 16709

Delta: (800) 241-6760; Airline Code: DMN 198539A

United: (800) 521-4041; Airline Code: 523BV

US Airways: (877) 874-7687; Airline Code: GF89682817

2005 Airline Codes

American: (800) 433-1790; Airline Code: 17547

Delta: (800) 241-6760; Airline Code: 206561A

United: (800) 521-4041; Airline Code: 531DN

US Airways: (877) 874-7687; Airline Code: 74173136

Rental Car Discounts

MBA members can obtain discounts by contacting the car rental agency directly and providing the identification number.

Avis: www.avis.com; (800) 831-8000; Avis Worldwide Discount number: A369400

Hertz: www.hertz.com; (800) 654-2200; ID# 316138

Note: The information on this page applies to both MBA and CampusMBA programs and products.

CampusMBA Policies

If you need additional information on any CampusMBA product or program or have questions regarding your order, call (800) 348-8653, Monday–Friday, 8:30 a.m.–6:00 p.m., ET.

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Five Easy Ways to Register and Order

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 225 N. Calvert Street, 18th Floor
 Baltimore, MD 21202
 (800) 348-8653

Phone CampusMBA

(Credit card only)
 (800) 348-8653
 Monday–Friday, 8:30 a.m.–6:00 p.m., ET

*Use Express mail for overnight deliveries. Express mail only ensures postmark date for registration fees.

Please allow three to five working days for processing and confirmations.

Accommodations

You are responsible for making your own travel and hotel arrangements, except for SOMB courses, where hotel arrangements are included in the registration fee. For most programs, CampusMBA has arranged discounted hotel rates for

program participants. Be sure to make your reservations before the hotel cut-off date. The cut-off date does not ensure availability of rooms. If rooms are available until the cut-off date, you will receive the discounted hotel rate. After the cut-off date, reservations will be made on a space-available basis only, and you will be charged the regular hotel rate. Hotel telephone numbers and room rates are listed online for all events, allowing you to make your room arrangements in advance. For updated accommodation information, visit www.campusmba.org.

Substitutions

Send substitution requests by fax or mail to “CampusMBA Registration Substitutions” and include a \$25 processing fee. Your substitution should be from the same company. Requests must be received 14 days prior to the start date. On-site substitutions are not permitted.

Cancellations and Refunds

Send requests in writing to “CampusMBA Cancellations and Refunds.” See below for the refund schedule.

- Cancellations received 30 days before the event start date: Full refund minus \$25 processing fee
- Cancellations received between 8–29 days before the event start date: Refund of 50 percent of the registration fee
- Cancellations received 7 days or less before the event start date: No refunds

Send Substitution, Cancellation and Refund Requests to:

Fax: (410) 672-3504

**Mail: CampusMBA
Distribution Center**
1780A Crossroads Drive
Odenton, MD 21117
(800) 348-8653

E-mail:
weborders@mortgagebankers.org

Program Cancellation

In the unlikely event of program cancellation, CampusMBA will refund 100 percent of registration fees paid. CampusMBA assumes no liability for any penalty fees on airline tickets, deposits for hotel accommodations or any other fees, charges, penalties or other incidental costs that a registrant might incur as a consequence of a program cancellation.

Distance-Learning Transfers and Product Returns

A course transfer (for online and print-based courses) is available if the student currently enrolled in the course has not completed any quizzes or submitted the examination for grading. Requests for transfers must be submitted in writing by fax, e-mail or mail and include a \$15 transfer fee. Registration information (name and address) for the student originally enrolled in the course, and for the new student, must be provided.

Course Deadline Extension:

A student may request a one-time (30 day) course deadline extension. The request must be submitted in writing and must include the \$15 extension fee. The 30-day extension begins from the original deadline date. No additional extensions will be granted.

Product Returns:

If a course, publication or video does not meet your expectations, return it in its original condition within 30 days of the shipment date to:

CampusMBA Distribution Center
1780A Crossroads Drive
Odenton, MD 21117
(800) 348-8653

CampusMBA will refund the value of the course, publication or video and any taxes you were charged.

Overpayment of Shipping:

No shipping fee is required for distance learning course numbers ending in WC-W. Payment made by credit card will be automatically adjusted. Payments made by check will not be refunded.

CampusMBA Contacts

Visit www.campusmba.org or call (800) 348-8653.