



Registration Form

To register and pay by credit card, please Register Online using our secure website or complete this form and fax to IRWA Headquarters at: (866) 388-7419 or can and email to registrations@irwaonline.org.

Your Information

Name		Member Number	
Title		Company	
Street Address 			
Address 1 			
City		State	
Zip Code			
Phone		Fax	
E-mail			

Course Information

Course Number and Name 					
Course Start Date 		Course End Date 		Course Location 	
Member Fee	Non-Member Fee	Late Registration (if applicable)	Exam Fee (if Applicable)	Printed Materials Fee (if Applicable)	Total

Payment Information

Please confirm my registration by		☐ Fax	☐ E-mail	Amount to be charged
☐ Check	Credit Card	☐ Visa	☐ M/C	☐ AmEx
Check Number 	Card Number 	Expiration Date 		
Name (as it appears on card) 	Signature 			

Class Cancellation & Tuition Refund Policy

Cancellation Policy: All classes scheduled by IRWA are subject to cancellation. All class registrants are encouraged to contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be canceled at any time (for reasons including, but not limited to, insufficient registration, Facilitator emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

Refund Policy: Written notification of intent to cancel registration must be received by both the Course Coordinator and Headquarters Education Staff (bthreats@irwaonline.org) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date; and no refund will be issued for notice received on or after the class start date.

For additional information about IRWA courses, please visit our website at www.irwaonline.org or e-mail Breyonna Threats at bthreats@irwaonline.org.