



International Right of Way Association  
Chapter 54, British Columbia

### Registration Form

To register and pay by credit card, please complete this form, scan and email to [sara.lim@telus.com](mailto:sara.lim@telus.com).

To pay by cheque, please complete this form and mail with payment (made out to "IRWA") to Sara Lim, TELUS Communications Inc., 15079 64<sup>th</sup> Ave., Surrey, B.C. V3S 1X9. Registration will be confirmed by email. Cheques are deposited immediately; credit card charges are processed when the course is confirmed, four weeks prior to the start date.

### Your Information

Name:	
Title:	
Membership #	
Company:	
Address 1:	
Address 2:	
City:	
State/Province:	
Zip/Postal Code:	
Phone:	
E-mail:	

### Course Information

Course Number:	SR/WA Study Session
Course Dates:	September 20-22, 2017
Course Location:	TELUS Garden Floor 5, 510 W Georgia St, Vancouver, BC V6B 0M3
Member Registration Fee:	\$900
Non-Member Registration Fee:	\$1,075
Late Registration if applicable:	\$50
Add 5% GST:	\$
Total:	\$

Payment by Check:  CC Type:  Visa  MC  AmEx

Card Number:	
Expiration Date:	
Name (as it appears on card):	

**Credit Card Transactions:** All transactions for registrations made at the chapter level are processed in Canadian Dollars.

Signature: \_\_\_\_\_

Amount to be charged: \_\_\_\_\_

### 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 the Course Coordinator) two weeks 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 **partial 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 [www.irwaonline.org](http://www.irwaonline.org) or e-mail [education@irwaonline.org](mailto:education@irwaonline.org).