Enrollment Application and Order Form

NEW YORK INSTITUTE OF FINANCE
1330 Avenue of the Americas • New York, NY • 10019

COURSE TITLE	CODE	DATE	COST
Example	EXAM2001	4/31/08	$Example
		- Discounts	
		Total	

Contact New York Institute of Finance to verify course status two days prior to start date if you do not receive written registration confirmation.

PERSONAL INFORMATION

Required for all enrollments and orders.

PLEASE TYPE OR PRINT CLEARLY

☐ Mr. ☐ Ms.

Last Name First Name Middle Initial

Firm Name

Title Department

Manager's Name

Billing Address (☐ Home ☐ Work)

Ste./Fl.

City State Zip Country

Phone ( ) Fax ( )

Email Address

☐ Please send me information via email (see privacy policy at the right).

How did you hear about us?

PAYMENT METHOD

❑ Company Check ❑ Mastercard ❑ VISA ❑ American Express ❑ Wire Transfer

If paying by credit card, complete and sign below.

Cardholder Signature

Name as on Card

Card Number | | | | | | | | | | | | | | | | Expiration Date | | | / | | |

If you'd like to send your company check directly to our bank account, please mail the check to:
Bank of America, 12562 Collection Center Drive, Chicago, Illinois 60693

I certify that the above information is correct. I am aware of the prerequisites for the course(s)/course(s) for which I am registering and have met the necessary requirements. I have read and understand the enrollment policies.

Attendee Signature Date

Customer Care:

212-641-6616

212-641-2598

customercare@nyif.com

www.nyif.com

ENROLLMENT POLICIES

Your registration is not complete until payment is received.

Cancellation, Transfer and Substitution Policy: A full refund less a cancellation fee of 10% will be applied to all cancellations received in writing at least 10 business days before the event. **Absolutely no refund or credit will be given for cancellations received less than 10 business days before the event. There will be no refunds or credits on course transfers/switches that occur within 10 business days before the event.** Please note that visa issues are subject to the same refund policy and refunds will not be offered due to the inability to obtain a visa. Should a participant be unable to attend, a substitute may attend at no extra charge provided NYIF receives notification of the substitution before the event.

Incidental Expenses: NYIF is NOT responsible for covering airfare or other travel costs incurred by registrants.

Venue details: Please refer to our website for venue location. Full details will be sent to you upon registration.

Disclaimer: NYIF reserves the right to alter the contents of this course and/or the course directors due to circumstances beyond our control.

FT Subscription: One subscription per attendee. Subscriptions start within 6–8 weeks of start of course. U.S. attendees only. FT.com included for all delegates.

Privacy Policy: NYIF takes your privacy seriously. We collect and use personal information to provide you with our information services, conduct market research surveys, and contact you with details of products and services we offer.

Check the relevant boxes if you prefer not to receive information about:

☐ NYIF products
☐ Pearson products
☐ Products or services offered jointly with, or by other organizations

If you have checked the third box, we will not disclose your personal information to companies outside the Pearson Group, except to business partners and suppliers that process data on our behalf. As we are an international group, we may transfer your data on a global basis for the purposes indicated above.

NEW YORK INSTITUTE OF FINANCE
IS A SUBSIDIARY OF PEARSON, LLC.

© New York Institute of Finance 2008. New York Institute of Finance reserves the right to alter the prices, change the instructor, or cancel the course at any time due to unforeseen circumstances.