

PLEASE NOTE

The Illinois Department of Insurance has instituted a \$1 per credit hour reporting fee for all certified courses completed in Illinois on July 16, 2010 and thereafter. The attached revised prelicensing registration form reflects these new charges.

PLEASE BE ADVISED:

**All faxed orders MUST BE received by Dohrn no later than NOON the business day BEFORE the class date(s) you select. If you do not receive a call confirming your registration you must assume you are not registered and you should be prepared to register as a walk-in student.
NO EXCEPTIONS.**

When we receive faxed orders too close to, or after, our closing time of 3:00 PM (Monday – Friday) for a course registration for the following day (or for a weekend class date) it is not possible to inform our instructors of such a late addition to the class roster.

As long as we have seating available we will welcome last minute students on a “walk-in” basis but the individual must be prepared to pay (by money order only) on the morning of class and needs to arrive at least 15 minutes before the 8:30 AM class start time to register and pay. Otherwise we will be forced to turn such students away for class that day. To adopt any other policy will lead to total disorganization and to late class start times. Such practices are not acceptable to Dohrn Insurance Training or to inflict upon our valued customers.

Your cooperation and understanding in this matter is greatly appreciated

Dohrn Insurance Training, Inc. – 2010 PL CLASSROOM REGISTRATION FORM

Each individual student must complete a separate registration form. **PLEASE FAX COMPLETED TO: 847-455-1153**

(We do not advance ship preclicensing books but they can be picked up at our office.)

(Each Line is 20 Hours for Course Credit)

_____ Life (L) – Class Date & Location: _____
_____ Health (H) - Class Date & Location: _____
_____ Casualty (C) Class Date & Location: _____
_____ Property (P) Class Date & Location: _____

Course Fees + Reporting Fees:

L or H only: \$115 (1 line) + \$20 RF; L & H: \$195 (2 lines) + \$40 RF

P or C only: \$115 (1 line) + \$20 RF; P & C \$195 (2 lines) + \$40 RF

SPECIAL: All Four Lines \$340 + \$80 RF

Please ADD \$1 per course hour for electronic Reporting Fees (RF). RF's are Paid to SBS, Inc. and are required for electronic course crediting purposes.

Total Amount \$ _____

Walk-in seating subject to availability and payment must be in the form of a MONEY ORDER ONLY.

PLEASE PRINT ALL INFORMATION BELOW NEATLY!

STUDENT NAME _____

STREET _____

APT. OR SUITE NUMBER: _____

CITY _____ ST _____ ZIP _____

Daytime Phone (REQUIRED): () _____

PAYMENT MUST BE MONEY ORDER OR MAJOR CREDIT CARD ONLY PLEASE.

CREDIT CARD INFORMATION: Please bill my account as indicated:

CREDIT CARD NUMBER _____

EXP. DATE _____ (MO. / YEAR)

Cardholder Name (Print) _____

Cardholder Signature _____

Please charge my account above as indicated and I understand that by my signature I agree to all the terms and conditions of course registration herein.

If Credit card billing address is different than the address above:

Street Address: _____

City _____ St. _____ Zip _____

Cancellation, Refund and Transfer Policy:

- 1) Classroom space is limited. By completing this registration form for a preclicensing class and submitting payment you agree to all of the terms contained herein:
- 2) In order to receive a refund for a canceled class you must notify us in writing (may be faxed to 847-455-1153) and we must receive your cancellation notice no later than noon (12:00PM) the business day (Monday through Friday, except holidays) before the scheduled class. If you received a book before the class date, then there is a \$75 cancellation fee that will be deducted from the refund and shipping and handling fees are not refundable, otherwise there is a \$25 cancel fee.
- 3) **ONE FREE TRANSFER:** Class dates may be transferred one time at no charge, but written notification must be received by our office no later than noon (12:00PM) the business day before the originally scheduled class date (you may fax this notice to 847-455-1153). Once a transfer has been requested there is no refund possibility.
- 4) If you fail to attend class without any prior notice there is no refund opportunity but you may reschedule for an additional \$25 fee for each class date for which you failed to attend and provide due notice.
- 5) Student acknowledges that the course(s) purchased must be completed within 90 days of class date or date web-based course features are first accessed online with the course code provided in the student's preclicensing book published by Able Incorporated, whichever event occurs first.
- 6) If you fail your state exam you may repeat your class free within 90 days and advance scheduling is required. You must use the book you were first issued. If a student repeating class due to state exam failure wants a new online Examfx code, they can be purchased for \$49.95 on the www.dohrmit.com website for an additional 90 days of access.
- 7) Courses are not transferable from one person to another.

Signature (Required) _____

I agree to all of the terms and conditions as stated in this registration.

YOU MUST READ 1-7 ABOVE AND SIGN ON THE LINE ABOVE OR YOUR ORDER CAN NOT BE PROCESSED.