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	4/30/10	$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. ☐ Mrs. ☐ Other:_____.

Last Name First Name Middle Initial

Firm Name

Title Department

Manager's Name

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? Are you a CPA? ☐ Yes ☐ No

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 before the event.

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 21 calendar days before the event. **Absolutely no refund or credit will be given for cancellations received less than 21 calendar days before the event.** A charge of 10% of the course fee will be applied to all transfers that occur at least 21 calendar days before the event. A participant may only transfer once within the policy guidelines.

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 in writing 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.

Limitation of liability and disclaimer: While NYIF endeavors to provide programs that are current and up-to-date, these programs, and the associated courseware, are provided on an "as is" basis. To the maximum extent permitted by law, NYIF disclaims all warranties of any kind, either express or implied, including, without limitation, implied warranties of merchantability, or fitness for a particular purpose, or of a particular result. NYIF does not warrant that any program or its courseware will meet any particular requirements or needs, or that the content of or courseware for any program will be error-free. Neither NYIF nor its licensors shall have any liability with respect to any loss or damage caused or alleged to have been caused directly or indirectly by reliance on the content or any courseware for any program provided by NYIF, including, but not limited to, loss of consulting or anticipatory profits, or consequential damages. In addition, while NYIF endeavors to provide programs that are current and up-to-date, by enrolling in the program(s) identified on this form, you acknowledge that this/these program(s), and the associated courseware, are provided on an "as is" basis, and that NYIF makes no warranties of any kind that such program(s) and courseware will meet any particular requirements or needs, or that they will be error-free. The legal terms on our website contain additional important disclaimers regarding our programs and courseware, and by completing this enrollment form, you acknowledge that you have read and understood those disclaimers.

NYIF reserves the right to alter the prices, course contents and/or the course instructors due to circumstances beyond our control. NYIF reserves the right to cancel programs and courses for any reason. In the event of cancellation, delegates will be notified prior to the start date. Any expenses incurred by a delegate that are associated with a cancelled program or class, such as transportation, food or hotel costs, will not be reimbursed.

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.

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