

Virginia Bankers Association

ABA ONLINE COURSE REGISTRATION

VBA & ABA Office Use Only

Resell number used by ABA for billing/tracking purposes: **452056**

To Register:

Complete this form and fax to (804) 643-6308 at least 2 weeks before the class. All fields on this form must be completed.

STUDENT INFORMATION

Last Name: _____ First Name: _____ MI: _____

Bank name: _____ Title: _____

Bank STREET address (not P.O. Box): _____

City/State/Zip Code: _____

Bank mailing address: _____ City/State/Zip Code: _____

Print your e-mail Address VERY clearly: _____

COURSE INFORMATION

Course Title (listed on class schedule): _____

Course Number (listed on class schedule): _____

Course beginning date: _____ Course ending date: _____

PAYMENT INFORMATION

Please charge \$ _____ to my credit card ____ Visa ____ MasterCard ____ American Express ____ Discover

Card# _____ Exp. Date _____ Cardholder Name _____

Signature _____ Daytime Phone Number: (_____) _____ - _____

Student Disclosure:

Descriptions of courses are available from VBA and I understand that proper selection is my responsibility. I agree to abide by all registration requirements of my financial institution/employer including cancellation/withdrawal procedures. Upon completion of the ABA course, I authorize the release of my grades to VBA and to my employer.

Date: _____ Student Signature: _____ Department/Supervisor Approval: _____

Bank Representative Approval: _____ Date: _____

Grade Release: I authorize the release of my grade for this course to my employer, the Virginia Bankers Association and to any accredited college or university for the purpose of receiving credit.

Employee's Signature: _____ Date: _____

NOTE: Fax this form to the VBA at (804) 495-8495. Registrations must be received at least two (2) weeks before the class beginning date. Registrations are processed first come, first served, space available. Student will be contacted by ABA National during the week prior to the class beginning date. Grades will be reported by ABA when class is completed. Contact Walt Lyons, Virginia Bankers Association for additional information at wlyons@vabankers.org or (804) 819-4746.

Cancellation Policy: To cancel your registration in an AIB Online Course, please email wlyons@vabankers.org. Cancel at least 10 days before the start of the course and receive a full refund upon the return of the textbook to the ABA. Cancel your enrollment within 10 days of the start date and receive a refund less \$100 per course. You may request a one-time transfer to a new start date for a fee of \$100. There are no refunds for cancellations received more than 10 days after the start of the class.

The Virginia Bankers Association is a Local ABA Training Provider.

For course schedules, registration, pricing, course descriptions, ABA credit information or other questions, please call Walt Lyons at (804) 819-4746.

VIRGINIA BANKERS
ASSOCIATION

