



*Previously known as the Motor Dealer Council of BC

VSA Course Registration Modification Transfer or Substitution

Registrant Full Legal Name _____
 Dealer or Employer Name _____
 BC Motor Dealer Licence Number or Salesperson Licence Number _____

Transferring From: Class Number _____ Date _____ Location _____
To: Class Number _____ Date _____ Location _____
Fee \$50.00

Substitution: Substitution Name: _____ Licence # _____
 Class Number _____ Date _____ Location _____
Fee \$25.00

Methods of Payment: **Visa** or **MasterCard**

Cardholder Name _____ Card Number _____
 Expiry Date _____ Cardholder Signature **X** _____

All credit card information requested above is required to process this registration. Incomplete information will result in this registration being returned without processing. Fax to the VSA at 604-574-5883.

Cash or Debit: Must be made in person at the VSA office.
Cheque: Mail a cheque, payable to **Motor Vehicle Sales Authority of BC**, along with your completed registration modification form to 208-5455 152nd Street, Surrey, BC V3S 5A5

Please note: Faxed registration modifications payable by cheque will not be processed until payment is received

Registration Policies:

Cancellations or Transfers: A refund or credit will be issued equal to 10% of the fee for every full business day prior to the start of the class – less a fee of \$50. For example, if the VSA receives notice before the start of the fifth business day prior to the course date, a refund of 50% less \$50 will be issued. Cancellations and transfers must be received in writing

Substitutions: Substitutions may be made until noon on the business day prior to the class date. Facilitators will not take registrations or make substitutions at the class. There is a substitution fee of \$25.

Questions: For all inquiries about the course or your registration, please contact us by email at training@mvsabc.com or contact the Program Coordinator at 604-574-5050 ext. 230.