



VSA Course Registration Form

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

Shipping Address: Please deliver course materials to my: Work or Home
 Work / Home Address _____ City _____ Prov. BC
 Postal Code _____ Phone _____ Fax/email _____

Registering For: Class Number _____ Date _____ Location _____

Level I Classroom Includes a pre-course assignment (mailed 10 days prior to the course), course binder (at class), two days of instruction (8:30 am to 5:00 pm), written exam and certificate upon successful completion of the course.
Fee \$420

Level I Webinar Series Includes a course binder (mailed one week prior to the course), access to the self-study website, five two-hour fully-interactive facilitated webinars, a locally supervised written exam and a certificate upon successful completion of the course. Please check that you meet the minimum requirements for webinar participation.
Fee \$520

Level II Classroom Includes pre-course materials (mailed ten days prior to the course), two days of instruction (8:30 am to 5:00 pm), written exam and a certificate upon successful completion of the course.

Discounted registration fee \$375 **Dealer Principal / General Manager fee \$575**

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 form to 208-5455 152nd Street, Surrey, BC V3S 5A5
 Please note: **Faxed registrations payable by cheque will be returned incomplete**

Registration Policies:

Confirmation: Confirmation of registration and receipt of payment will be provided by fax or email once processed.

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.

Space is limited: Register early to avoid disappointment. A waiting list will be created in the event of a cancellation. You must be registered in a class to be accepted on a waitlist.

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. 708.

I accept and understand the above noted Registration Policies: X _____
 Registrant / Payee signature of acceptance. (REQUIRED)

Note: A Salesperson Licence Application is also required to obtain your licence. Applications are at: <http://www.mvsabc.com/salesperson.htm> or contact Licensing at 604-574-5050 ext. 710