

# MBA/AIB Instructor-led Course Enrollment/ Withdrawal Form

Enrollment: \_\_\_\_ Withdrawal: \_\_\_\_ Social Security #: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Bank: \_\_\_\_\_ Branch Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
E-mail Address (required): \_\_\_\_\_

## Enrollment Online Course Title:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Enrollment in AIB online courses is not guaranteed. These courses are filled on a "first-come/first-served" basis.**

**Course Start Date:** \_\_\_\_\_ **Bank Authorization (name, title):** \_\_\_\_\_

## Method of Payment:

Bill my employer  
Credit Card:  Visa  Mastercard  American Express

Card Holder: \_\_\_\_\_ Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### Three Ways to Register

**Mail:** Michigan Bankers Association  
507 S Grand Ave  
Lansing, MI 48933  
**Fax:** download form, fill it out and fax it to (517) 487-1235

### Withdrawal Policy

To withdraw from an AIB course, the MBA must receive a completed Course Withdrawal Form. All forms must be received within 12 days from the start of the course to withdraw or transfer. If the student transfers to a future course, no money is lost. If the student withdraws completely within the appropriate time frame, there is a \$115 penalty for 16-week courses and a \$65 penalty for 5-week courses.

I grant permission to send my course grade(s) to my ABA Local Training Provider and/or supervisor. Yes \_\_\_ OR No \_\_\_ Initial \_\_\_

### Education Center Contacts

**MICHIGAN BANKERS ASSOCIATION**  
An ABA Local Training Provider

507 S Grand Ave  
Lansing, MI 48933  
Phone: (517) 485-3600 / Fax: (517) 487-1235