

# Class Registration

online registration: [www.bigi.org](http://www.bigi.org)



## CLASS REGISTRATION

class information and cost on [www.bigi.org](http://www.bigi.org)

Class Name: \_\_\_\_\_ Class Date: \_\_\_\_\_ Total Due: \_\_\_\_\_

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## INDIVIDUAL ATTENDING

Name on License: \_\_\_\_\_ Agency/Company: \_\_\_\_\_

Company Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ License #: \_\_\_\_\_ License Exp. Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_  Mobile

Work

Designations: \_\_\_\_\_ Job Title: \_\_\_\_\_

Owner/Principal

Account Mgr

Company Rep

Customer Service

Agency Mgr

Customer Service

Underwriting

Marketing

Producer

IT

Executive/Management

Other \_\_\_\_\_

## PAYMENT

Due to security risk, we cannot accept credit card payments through email, mail, or over the phone.

Please make check payable and return to:

Independent Insurance Agents of Indiana  
11611 N. Meridian St, Suite 250  
Carmel, Indiana 46032

Total Amount Due: \$ \_\_\_\_\_

As of November 1, 2018 the Big I will no longer distribute continuing education certificates. The Indiana Department of Insurance has granted permission to the Big I to discontinue the distribution. All CE credits will still be uploaded to Sircon within 14 days of course completion. If a producer is audited the Big I will email certificates within five business days of receiving the request.

**WEBINAR CANCELLATION POLICY:** All online registrations must be cancelled online two business days prior to the webinar at which time registration and online cancellation is closed. A written request for a one-time webinar transfer or webinar cancellation for all other registrations must be submitted to [registrar@bigi.org](mailto:registrar@bigi.org) at least two business days prior to the webinar. A \$25 processing fee will apply for all webinar transfers and cancellations made less than two business days before the webinar, and must be paid before a transfer or cancellation will be completed. No transfers or refunds will be given after the webinar has started. We strongly encourage you to test your equipment in advance of the webinar as you are responsible for technical issues on your end. A demo can be found on the registration page to test your computer and you can access your webinar thirty minutes before it begins using the link sent out 24 hours before the webinar. For questions, email [registrar@bigi.org](mailto:registrar@bigi.org) or call 800-438-4424.

**NON-WEBINAR CANCELLATION POLICY:** You will receive a 75% refund if cancellation is received in writing more than five business days before the class/event; 50% refund if cancellation is received in writing fewer than five business days before the class/event for all other non-webinar classes or events without a specific cancellation policy (i.e. CIC, Ruble, etc.). You will not receive a refund if you do not notify us before the start of the class/event. All cancellation requests must be submitted to [registrar@bigi.org](mailto:registrar@bigi.org). For questions, email [registrar@bigi.org](mailto:registrar@bigi.org) or call 800-438-4424.

ADA: In accordance with Title III of the Americans with Disabilities Act, we invite all registrants to advise us of any requests for accommodation to that disability.