



VA Insurance CE 2012 Class Schedule

Cape School, Inc.

124888

Non Company / Non Agency

PO BOX 169, BUCKINGHAM, VA 23921

Former students receive 20% off everything!*

(Discount applies to classroom & self-study)

Early Birds receive **10% off** classroom tuition
(exp. 4-9-12)*

* Offers may not be combined.



Multi-State Approved Courses. All classroom courses on this schedule are VA, MD and DC approved!

800-729-7363



www.capeschool.com



Fax 434-969-4391

One Course • One Exam

16-24 CREDIT SELF-STUDY SPECIAL

Our Lowest Price Ever!



Former Students 20% Off!

A Few Reasons Why Cape School is the Best:

- **More choices** with Cape School: classroom, online, and written courses.
- **Our prices**, products and service will not be beat.
- **20% off** everything for Former Students.
- **16-24 credit courses** available! 1 course, 1 exam, 1 certificate completes your entire requirement for only \$39.

1-800-729-7363

www.capeschool.com

FAX 434-969-4391



Cape School - 2012 VA Classroom Schedule

Non Company / Non Agency

Former Students - Save 20% on Everything! Early Birds - Save 10% on Classroom Tuition

Credit Categories: ILR = Law and Regulations; LH = Life and Health; PC = Property and Casualty; OGI = Other General Insurance; TI = Title.

The following classroom courses are approved in VA, MD & DC:

GEN1 - General Day (All license types!)

8:30am-12:30pm Ethics: The Main Tool of Professionalism, 204191 4 cr., 4 OGI ⇒ *NEW*
1:30pm-5:30pm Ins & Outs of Insurance Premium Financing, 204192, 4 cr., 2 OGI, 2 LAW ⇒ *NEW*

GEN2 - General Day (All license types!)

8:30am-12:30pm Ethics - How to Deal With the New Technological World, 200665, 4 cr., 4 OGI ⇒ *NEW*
1:30pm-5:30pm Nature of Insurance, 204198, 4 cr., 2 GEN, 2 LAW ⇒ *NEW*

LH - Life / Health Day (LH Agents)

8:30am-12:30pm Long Term Care Review, 202956, 4 LH cr., 2 LTC/ 2 LTCP
1:30pm-5:30pm Annuity Basics, 205924, 4 cr., 4 LH ⇒ *NEW*

PC - Property / Casualty Day (PC Agents)

8:30am-12:30pm All About Surplus Lines, 204202, 4 cr., 4 PC ⇒ *NEW*
1:30pm-5:30pm Exploring the Claims Side of the Insurance Industry, 204200, 4 cr., 4 PC ⇒ *NEW*

Classroom Tuition

Cr.	*Former Student Discount	Early Bird Discount Exp. 4-9-12	Regular Tuition
4	\$ 44.00	\$ 49.50	\$ 55
8	\$ 72.00	\$ 81.00	\$ 90
12	\$ 96.00	\$108.00	\$120
16	\$120.00	\$135.00	\$150
20	\$144.00	\$162.00	\$180
24	\$159.20	\$179.10	\$199

* Former students must have completed credits with Cape in a previous biennium.

ABINGDON/BRISTOL

SW Virginia Higher Education Center, One Partnership Circle, VHCC Campus, 24210
Mar. 8, Thur. - GEN2
Mar. 9, Fri. - PC
May 15, Tues. - GEN1
May 16, Wed. - LH
June 14, Thur. - GEN2
June 15, Fri. - PC
Aug. 14, Tues. - GEN1
Aug. 15, Wed. - LH
Oct. 11, Thur. - GEN1
Oct. 12, Fri. - GEN2
Nov. 6, Tues. - GEN2
Nov. 7, Wed. - PC
Dec. 13, Thur. - GEN1
Dec. 14, Fri. - LH

CHARLOTTESVILLE

Omni Hotel
235 W. Main St., 22902
Apr. 5, Thur. - GEN2
Apr. 6, Fri. - PC
June 5, Tues. - GEN1
June 6, Wed. - LH
Oct. 9, Tues. - GEN2
Oct. 10, Wed. - PC
Nov. 15, Thur. - GEN1
Nov. 16, Fri. - LH
Dec. 4, Tues. - GEN1
Dec. 5, Wed. - GEN2

DANVILLE

Stratford Courtyard Conf. Center, 149 Piney Forest Rd., 24540
Apr. 17, Tues. - GEN1
Apr. 18, Wed. - LH
June 21, Thur. - PC
Sept. 14, Fri. - LH
Nov. 13, Tues. - GEN2
Nov. 14, Wed. - PC

FARMVILLE

Hampton Inn
300 Sunchase Blvd., 23901
Apr. 11, Wed. - LH
Apr. 12, Thur. - GEN1
Apr. 13, Fri. - PC
Nov. 7, Wed. - PC
Nov. 8, Thur. - GEN2
Nov. 9, Fri. - LH

FREDERICKSBURG

Hospitality House Hotel & Conference Center
2801 Plank Rd., 22401
Mar. 13, Tues. - GEN2
Mar. 14, Wed. - PC
Oct. 11, Thur. - GEN1
Oct. 12, Fri. - LH
Nov. 8, Thur. - GEN2
Nov. 9, Fri. - PC
Dec. 6, Thur. - GEN1
Dec. 7, Fri. - LH

HARRISONBURG

Holiday Inn, 1400 East Market Street, 22801
Apr. 12, Thur. - GEN1
Apr. 13, Fri. - LH
June 19, Tues. - GEN2
June 20, Wed. - PC
Sept. 11, Tues. - GEN1
Sept. 12, Wed. - LH
Nov. 1, Thur. - GEN2
Nov. 2, Fri. - PC

LYNCHBURG

Quality Inn, 3125 Albert Lanford Dr. 24501
Apr. 5, Thur. - GEN2
Apr. 6, Fri. - PC
June 12, Tues. - GEN1
June 13, Wed. - LH
Aug. 9, Thur. - PC
Aug. 10, Fri. - GEN2
Oct. 16, Tues. - GEN1
Oct. 17, Wed. - LH
Dec. 13, Thur. - GEN1
Dec. 14, Fri. - GEN2

MARTINSVILLE

Econolodge
1755 Virginia Ave., 24112
Apr. 19, Thur. - PC
June 19, Tues. - GEN2
June 20, Wed. - LH
Sept. 12, Wed. - GEN1
Sept. 13, Thur. - PC
Nov. 15, Thur. - LH

ROANOKE

Holiday Inn Tanglewood
4468 Starkey Rd., 24014
Mar. 22, Thur. - GEN2
Mar. 23, Fri. - PC
Apr. 10, Tues. - GEN1
Apr. 11, Wed. - LH
May 10, Thur. - GEN2
May 11, Fri. - PC
June 26, Tues. - GEN1
June 27, Wed. - LH
Aug. 21, Tues. - GEN2
Aug. 22, Wed. - PC
Sept. 18, Tues. - GEN1
Sept. 19, Wed. - LH
Oct. 23, Tues. - GEN2
Oct. 24, Wed. - PC
Nov. 13, Tues. - GEN1
Nov. 14, Wed. - GEN2
Dec. 6, Thur. - GEN1
Dec. 7, Fri. - LH

WILLIAMSBURG

Embassy Suites Hotel
3006 Mooretown Rd., 23185
May 17, Thur. - GEN1
May 18, Fri. - LH
Aug. 7, Tues. - GEN2
Aug. 8, Wed. - PC
Oct. 16, Tues. - GEN1
Oct. 17, Wed. - LH

WINCHESTER

Best Western - Lee Jackson
711 Millwood Ave
I-81, Exit 313, 22601
Apr. 24, Tues. - GEN2
Apr. 25, Wed. - PC
Sept. 6, Thur. - GEN1
Sept. 7, Fri. - LH
Dec. 13, Thur. - GEN1
Dec. 14, Fri. - GEN2

WYTHEVILLE

Hampton Inn
950 Peppers Ferry Rd., 24382
Apr. 26, Thur. - GEN1
Apr. 27, Fri. - LH
June 5, Tues. - GEN2
June 6, Wed. - PC
Sept. 27, Thur. - GEN1
Sept. 28, Fri. - LH
Nov. 1, Thur. - GEN1
Nov. 2, Fri. - GEN2

No. Virginia

ALEXANDRIA

Crown Plaza - Olde Town Alexandria
901 N Fairfax, St., 22314
Aug. 16, Thur. - GEN1
Aug. 17, Fri. - LH
Nov. 6, Tues. - GEN2
Nov. 7, Wed. - PC

FAIRFAX

Best Western, 3535 Chain Bridge Rd., 22030
Mar. 6, Tues. - GEN1
Mar. 7, Wed. - LH
Apr. 19, Thur. - GEN2
Apr. 20, Fri. - PC
June 12, Tues. - GEN1
June 13, Wed. - LH
July 12, Thur. - GEN1
July 13, Fri. - GEN2
Aug. 2, Thur. - GEN2
Aug. 3, Fri. - PC
Sept. 18, Tues. - GEN1
Sept. 19, Wed. - LH
Oct. 25, Thur. - GEN2
Oct. 26, Fri. - PC
Nov. 8, Thur. - GEN1
Nov. 9, Fri. - LH
Dec. 11, Tues. - GEN2
Dec. 12, Wed. - PC

FALLS CHURCH

Westin Tysons Corner
7801 Leesburg Pike, 22043
Apr. 10, Tues. - GEN1
Apr. 11, Wed. - LH
May 17, Thur. - GEN2
May 18, Fri. - PC
Sept. 27, Thur. - GEN2
Sept. 28, Fri. - PC
Oct. 30, Tues. - GEN1
Oct. 31, Wed. - GEN2
Dec. 4, Tues. - GEN1
Dec. 5, Wed. - LH

Classroom Courses

Agents may obtain 100% of their required credits via classroom courses. Cape offers two General Days which are good for all agents regardless of license type; a LH day which is good for agents that hold licenses in Life & Health; and a PC day which is good for agents that hold Property/Casualty Licenses.

MANASSAS

Hampton Inn
7295 Williamson Blvd., 20109
May 10, Thur. - GEN1
May 11, Fri. - LH
Aug. 23, Thur. - GEN1
Aug. 24, Fri. - GEN2
Oct. 18, Thur. - GEN2
Oct. 19, Fri. - PC
Nov. 27, Tues. - GEN1
Nov. 28, Wed. - LH
Dec. 20, Thur. - GEN1
Dec. 21, Fri. - GEN2

Richmond

MIDLOTHIAN

Best Western Governor's Inn
9826 Midlothian Turnpike, 23235
Mar. 20, Tues. - GEN2
Mar. 21, Wed. - PC
June 7, Thur. - GEN1
June 8, Fri. - LH
Sept. 20, Thur. - GEN1
Sept. 21, Fri. - LH
Oct. 4, Thur. - GEN2
Oct. 5, Fri. - PC
Nov. 27, Tues. - GEN1
Nov. 28, Wed. - LH
Dec. 18, Tues. - GEN2
Dec. 19, Wed. - PC

WEST END

Moseley Flint Schools
8639 Mayland Drive, Ste. 101, 23294
Apr. 17, Tues. - GEN1
Apr. 18, Wed. - LH
May 8, Tues. - GEN2
May 9, Wed. - PC
July 17, Tues. - GEN1
July 18, Wed. - GEN2
Aug. 14, Tues. - GEN1
Aug. 15, Wed. - LH
Sept. 4, Tues. - GEN2
Sept. 5, Wed. - PC
Oct. 24, Wed. - GEN1
Oct. 25, Thur. - LH
Nov. 6, Tues. - GEN2
Nov. 7, Wed. - PC
Dec. 6, Thur. - GEN1
Dec. 7, Fri. - LH
Dec. 29, Sat. - GEN2
Dec. 30, Sun. - GEN1

Virginia Beach

HAMPTON

Best Western Coliseum Inn & Suites,
1809 W Mercury Blvd, 23666
Apr. 17, Tues. - GEN2
Apr. 18, Wed. - PC
Aug. 16, Thur. - GEN1
Aug. 17, Fri. - LH
Oct. 23, Tues. - GEN2
Oct. 24, Wed. - PC
Nov. 8, Thur. - GEN1
Nov. 9, Fri. - LH
Dec. 4, Tues. - GEN1
Dec. 5, Wed. - GEN2

NORFOLK

Residence Inn - Marriott
1590 N. Military Hwy, 23502
May 1, Tues. - GEN1
May 2, Wed. - LH
June 14, Thur. - GEN2
June 15, Fri. - PC
Aug. 2, Thur. - GEN1
Aug. 3, Fri. - LH
Oct. 2, Tues. - GEN2
Oct. 3, Wed. - PC
Dec. 20, Thur. - GEN1
Dec. 21, Fri. - GEN2

VIRGINIA BEACH

Holiday Inn & Conf. Center
5655 Greenwich Rd. 23462
Mar. 15, Thur. - GEN1
Mar. 16, Fri. - LH
June 7, Thur. - GEN2
June 8, Fri. - PC
Aug. 21, Tues. - GEN1
Aug. 22, Wed. - LH
Sept. 13, Thur. - GEN1
Sept. 14, Fri. - GEN2
Oct. 9, Tues. - GEN1
Oct. 10, Wed. - LH
Nov. 13, Tues. - GEN2
Nov. 14, Wed. - PC
Dec. 11, Tues. - GEN1
Dec. 12, Wed. - LH



Cape School
Educating
professionals in
Virginia since 1974!

Online Courses: www.capeschool.com

Registration Form - Virginia Continuing Education

Please read registration and refund policies prior to registration. Copy and reproduce this registration form at will.

Student Information

Mail: Cape School, PO Box 169, Buckingham, VA 23921

Fax: 434-969-4391 (credit card only)

Check all additional states where you would like to receive credit:

MD Lic # _____

DC Lic # _____

NPN or VA Ins. Lic. # (VLN): _____ (YOUR STUDENT #)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(day): _____

Fax #: _____

Firm: _____

Email: _____

How did you hear about us?

I'm a former student! broker referral yellow pages direct mail
 newspaper online other _____

Former Students - 20% Off Classroom & Self-Study Tuition

Check here if you are a Cape Former Student

Students must have enrolled with Cape during a previous biennium in order to receive discounted pricing. We will verify former student status upon receipt of registration. Only former students will be eligible for the Former Student Discount.

Classroom Courses

Please fill in desired location, class date, and tuition due below.*

GEN1 DAY AM Loc _____ Date _____

PM Loc _____ Date _____

GEN2 DAY AM Loc _____ Date _____

PM Loc _____ Date _____

LH DAY AM Loc _____ Date _____

PM Loc _____ Date _____

PC DAY AM Loc _____ Date _____

PM Loc _____ Date _____

*Cape reserves the right to cancel a class due to circumstances beyond our control.

Payment Information

Check (to Cape) Visa MCard AmEx Disc

CC#: _____ Exp _____

Cardholder name (print): _____

Signature: _____

SHIPPING

Please add \$3.75 book fee and shipping for written self-study materials. First Book - \$7.00. Add'l Books - add \$1.00 per book. Shipping fees are non-refundable.

Subtotal of Classroom Tuition \$ _____

Subtotal of Self-Study Tuition \$ _____

Shipping \$ _____

Total Amt Enclosed \$ _____

2012-1

Self-Study Courses

Self-Study courses require successful completion of a monitored exam. Prices shown are online prices. For written courses, please add shipping + \$3.75 per course (book fee). Credit Categories: ILR = Law and Regulations; LH = Life and Health; PC = Property and Casualty; OGI = Other General Insurance; TI = Title.

Please desired courses.

**COMPLETE YOUR CE WITH JUST ONE SELF-STUDY COURSE AT OUR
LOWEST PRICE EVER!! YOUR BEST VALUE!!**

- 16 cr. \$39 **LH Collection: Focus on Medical Coverage, 203033, 3ILR/6LH/3OGI/2LTC/2LTCP** ♦
- 16 cr. \$39 **PC Collection: Focus on Personal Coverage, 76785, 2ILR/8PC/3OGI/3FLD** □
- 16 cr. \$39 **Title Ins. Digest, 202497, 2ILR/9TI/5OGI**
- 16 cr. \$39 **Title Ins. Medley, 202496, 2ILR/9TI/5OGI**
- 24 cr. \$39 **Gen. Ins. Digest, 203034, 3ILR/8OGI/2LTC/2LTCP/6PC/3FLD** ♦ □ (This course is for agents holding both LH & PC lic.)

GENERAL (All License Types)

- 2 cr. \$7.50 Money Laundering & the Ins. Agent, 66800, 1ILR/1OGI
- 4 cr. \$14 Introduction to Surety Bonds, 66949, 4OGI
- 8 cr. \$26 Insurance Regulation Today, 205253, 6OGL/2ILR

LIFE / HEALTH

- 3 cr. \$14 Understanding Annuity Products, 205387, 4LH (meets Annuity req.)
- 4 cr. \$14 VA Long Term Care Refresher Training Course, 202958, 2LTC/2LTCP ♦
- 6 cr. \$19.50 LTC: Addressing Senior Needs, 68595, 1ILR/4LTC/1LTCP
- 7 cr. \$22.75 Defined Contribution and Defined Benefit Plans, 66901, 2ILR/5LH
- 8 cr. \$26 VA Long Term Care Initial Training Course, 202959, 6LTC/2LTCP *
- 8 cr. \$26 Managed Care Plan, 66833, 1ILR/7LH

PROPERTY / CASUALTY

- 3 cr. \$10.50 Building a Strong Foundation w/Flood Ins., 66903, 3FLD □
- 4 cr. \$14 Antiques and Collectibles, 66904, 4PC
- 4 cr. \$14 Business Income Insurance, 66902, 4PC
- 4 cr. \$14 Flood Insurance Training, 67479, 4PC □
- 8 cr. \$26 Automobile Insurance Coverage, 69144, 1ILR/7PC
- 8 cr. \$26 Errors & Omissions Insurance, 66834, 8PC
- 8 cr. \$26 Homeowners Ins. Coverage, 66835, 2ILR/6PC
- 8 cr. \$26 Workers Compensation, 63732, 2ILR/6PC

TITLE

- 3 cr. \$10.50 An Introduction to Land Trusts, 202494, 3TI
- 3 cr. \$10.50 Title Ins. & Historic Properties, 202492, 3TI
- 4 cr. \$14 Title Insurance Policies, 202491, 4TI
- 5 cr. \$17.50 Ethics for Title Insurance Agents, 202495, 4ILR/1TI
- 5 cr. \$17.50 Mortgage Lending Fundamentals, 202493, 5TI
- 10 cr. \$30 Title Insurance A-Z, 202490, 2ILR/8TI

□ Satisfies NFIP Flood Req. ♦ Satisfies 4 cr. LTC Req. * Satisfies 8 cr. LTC Req.

Former Students 20% Off Self-Studies

Self-Study Courses: Agents may obtain 100% of their required credits through self-study. Courses are available in written or online pdf formats and contain a multiple choice exam of 50 questions. The exam must be proctored by a corporate training department, supervisor-appointed co-worker or an approved test administration service. **Cape's Guarantee:** If for any reason you are unable to complete your self-study course, you may apply monies paid toward any Cape classroom course offered in VA.

STATE APPROVED!

All Instructors, Self-Study Courses and Classroom Seminars are State Approved! State Sponsor #124888
All courses are categorized as non-company/non-agency.

1-800-729-7363

www.capeschool.com

FAX 434-969-4391

Get a VA Insurance License!

Do you know someone interested in getting a VA Insurance License? Cape now offers classroom Pre-License courses for Life and Health & Property/Casualty statewide!

Earn "FREE CE" With Pre-License Referral. Call for Details.

<p>FAIRFAX Best Western, 3535 Chain Bridge Rd., 22030</p> <p>LIFE/HEALTH Feb. 22-24 [W-F] Apr. 24-26 [Tu-Th] Jun. 19-21 [Tu-Th] Aug. 15-17 [W-F] Oct. 10-12 [W-F] Dec. 4-6 [Tu-Th]</p> <p>PROPERTY CASUALTY Mar. 21-23 [W-F] May 23-25 [W-F] July 17-19 [Tu-Th] Sept. 11-13 [Tu-Th] Nov. 14-16 [W-F]</p>	<p>RICHMOND Moseley Flint Schools, Parham Park 8639 Mayland Dr., Ste. 101, 23294</p> <p>LIFE/HEALTH Feb. 7-9 [Tu-Th] Mar. 7-9 [W-F] Apr. 10-12 [Tu-Th] May 10-12 [Th-Sat] June 5-7 [Tu-Th] July 11-13 [W-F] Aug. 1-3 [W-F] Sept. 6-8 [Th-Sat] Oct. 9-11 [Tu-Th] Nov. 9-11 [F-Sun] Dec. 1-3 [Sat-M]</p> <p>PROPERTY CASUALTY Feb. 21-23 [Tu-Th] Mar. 27-29 [Tu-Th] Apr. 25-27 [W-F] May 23-25 [W-F] June 20-22 [W-F] July 25-27 [W-F] Aug. 23-25 [Th-Sat] Sept. 25-27 [Tu-Th] Oct. 26-28 [F-Sun] Nov. 28-30 [W-F] Dec. 12-14 [W-F]</p>	<p>ROANOKE Days Inn - Airport, 8118 Plantation Rd., 24019</p> <p>LIFE/HEALTH Feb. 15-17 [W-F] Apr. 18-20 [W-F] June 13-15 [W-F] Aug. 7-9 [Tu-Th] Oct. 16-18 [Tu-Th] Dec. 11-13 [Tu-Th]</p> <p>PROPERTY CASUALTY Mar. 6-8 [Tu-Th] May 15-17 [Tu-Th] July 10-12 [Tu-Th] Sept. 12-14 [W-F] Nov. 7-9 [W-F]</p>	<p>VA BEACH Holiday Inn & Conf. Center, 5655 Greenwich Rd., 23462</p> <p>LIFE/HEALTH Mar. 13-15 [Tu-Th] May 8-10 [Tu-Th] July 18-20 [W-F] Sept. 19-21 [W-F] Nov. 6-8 [Tu-Th]</p> <p>PROPERTY CASUALTY Feb. 15-17 [W-F] Apr. 17-19 [Tu-Th] June 12-14 [Tu-Th] Aug. 14-16 [Tu-Th] Oct. 3-5 [W-F] Dec. 12-14 [W-F]</p>	<p>8:30am-5pm Each Day</p> <p>Life/Health First Day - Life Lines Second Day - Health Lines Third Day - Gen. LH/Exam Prep <i>Single licenses attainable in Life Lines or Health Lines.</i></p> <p>Property/Casualty First Day - Personal Lines Second Day - Commercial Lines Third Day - Gen. PC/Exam Prep <i>Single licenses attainable in Personal Lines only</i></p> <p>SELF STUDY AVAILABLE FOR ALL LINES INCLUDING TITLE</p> <p>Visit our website for details.</p>
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Attention Managers: Join Cape School's Corporate Program

Benefits include: • Discount Pricing • Real Time access and custom reports to fit your specific needs. • Customized web pages with your logo throughout to promote your branding and discount pricing. • Nationwide course catalog for all license types including specialty courses (e.g. ethics, flood, annuity, LTC partnership). • Customized training for your organization.

Virginia Insurance Continuing Education

IDENTIFICATION: Only the Virginia License Number (VLN) or National Producer Number (NPN) are permitted forms of student identification.

STATE REQUIREMENTS: The state of Virginia requires that agents complete continuing education by December 31 of even numbered years (i.e. 2012, 2014). Agents holding one license type must earn a total of 16 credit hours every two years of which 2 must be in insurance laws and regulations; the remaining must be approved for the license line held. Agents holding two or more license types must complete a minimum of 24 credit hours every two years of which 2 must be in insurance laws and regulations and a minimum of 8 credits in each license line held. No more than 75% of required credits may come from courses sponsored or given by insurance companies or agencies. Excess hours may be carried over to the next reporting period. **Flood Training Requirement:** All Virginia licensed resident insurance agents who sell federal flood insurance policies shall be required to complete a one time 3 hour requirement on flood insurance. **Long Term Care Training Requirement:** Licensed agents may not sell a Partnership Policy in Virginia unless and until they have received the requisite eight (8) hours of initial training. The initial training must consist of six (6) hours of general LTC topics and two (2) hours of LTC Partnership topics. Thereafter, agents must receive at least four (4) hours of ongoing training every twenty-four (24) months. The ongoing training must consist of two (2) hours of general LTC topics and two (2) hours of LTC Partnership topics.

PRIVATE SEMINARS: Cape will conduct private seminars for your group of agents at very reasonable rates. These seminars can be brought to your location on dates and times convenient for you. Call for more details!

Cape Registration Policies & Information

TO PRE-REGISTER: To pre-register and guarantee a space in class, registration must be accompanied by payment in full. Mail (check or credit card) or fax (credit card only) the attached registration form with full payment so that we receive it at least 3 business days prior to the first class session to take advantage of pre-paid package savings (see TUITION below). Walk-in registrants, (space available) must pay tuition plus a \$20 surcharge by check or credit card (no cash accepted) at the start of class.

TUITION - CLASSROOM SEMINARS: Determine the total number of credits you need, then pre-register in one single payment. See course schedules, tuition amounts, and registration form. Former students must have completed credits with Cape in a previous biennium.

SCHEDULING: When you pre-register you may schedule all of your courses for a definite date and location, or schedule part now and the rest later. When paying for courses "to be scheduled later" please place TBS in the location and date lines on the registration form. Simply let us know when you find a class to fit your schedule.

RESCHEDULING: From self-study to classroom - contact Cape to reschedule. First time rescheduling with notification 1+ days prior to class - no charge. All No Shows - \$20 reschedule fee, no refunds.

ATTENDANCE: Morning Classes start at 8:30 a.m, afternoon classes start at 1:30pm. There is a \$20 walk-in fee if you are not pre-registered.

REFUNDS: Requests for refunds must be received in our office 1 business day prior to start of class. All refunds are subject to non-refundable administrative fees: \$25 fee for CE courses - remains on student's account through the end of the next renewal cycle. All refunds for Pre-license courses are subject to a non-refundable administrative fee of \$50 which will remain on the student's account for 1 year. Pre-license course materials are non-refundable.

SERVICES: Same Day Grading Service for Self-Study - \$18; Replacement certificates - \$10; Returned check fee - \$25

QUESTIONS?: Call Cape for course information: 800-729-7363. Call the Pearson VUE CE hotline for CE questions: 877-234-6093; website:

www.virginiainsurancece.com