



VSA Course Registration form

Fax or email completed form to 604.574.5883 or training@mvsabc.com

SECTION 1 Personal Information - please print clearly - all fields are mandatory

Legal last name _____ Legal first name _____
 Known as (alias or preferred first name) _____
 Home Address _____
 City _____ Prov _____ Postal Code _____
 Phone (home) _____ (work) _____ (cell) _____
 Email _____ Dealership name (if applicable) _____

SECTION 2 Licensing Course Information - Salesperson Licensing Course fee is \$420

Course name can be found our website under [Licensing Course Schedules](#).

Course Date _____

SECTION 3 Payment Information - *if not Registrant, please indicate relationship Employer Other _____

Method of Payment Visa Mastercard Cheque In person

Credit Card # _____ Expiry _____ / _____
 mm / yy

PRINT Name—Cardholder

Signature—Cardholder

All credit card information requested above is required to process this registration.

- **Cash or Debit:** Must be made in person at the VSA office
- **Cheque:** Mail payable to **Vehicle Sales Authority of BC** with your completed registration form to: The Vehicle Sales Authority of BC | 280 - 8029 199 Street | Langley, BC V2Y 0E2

Note:
Registrations
without payment
will not be
processed.

SECTION 4 Registration Policies - If a course is not noted above, the registrant will be placed in the next available course.

Cancellations

- All requests received at least **ten business days** prior to the start of the course are subject to a fee of \$50.
- Requests received without ten days' notice will be issued a refund equal to 10% of the fee for every full business day prior to the start of the course - less 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.
- Cancellation requests must be received in writing.

Transfers

- Transfers are subject to a fee of \$50. Only one transfer permitted per course registration.

Substitutions

- Substitutions may be made until noon, **five business days** prior to the course, subject to a fee of \$25.

[Full course policies are available here](#). **Note** - A Salesperson Licence Application is also required to obtain your licence. [Salesperson Applications are available here](#) or contact Licensing at 604.575.7253 (toll free 1.866.400.3529) or Licensing@mvsabc.com.

I accept and understand the above noted Registration Policies _____

Signature - Registrant/Payee (Required)