

# NEW EPA Certified Renovator (RRP) Course Registration Form

**PLEASE NOTE:** Class size is limited to 20 or 30 students per class.  
Please indicate a 1<sup>st</sup> & 2<sup>nd</sup> choice of class dates.  
No Registration is guaranteed until you receive confirmation from IEE.

PLEASE CHECK WEBSITE FOR CURRENT SCHEDULE: [WWW.IEETRAINS.com](http://WWW.IEETRAINS.com)

*You may register for our courses using the following:*

**By Phone:** (978) 658-5272 **By Fax:** (978) 658-5435  
**By Mail:** Institute for Environmental Education  
16 Upton Drive, Wilmington, MA 01887  
**E-Mail:** [register@ieetrains.com](mailto:register@ieetrains.com)  
[dkelleher@ieetrains.com](mailto:dkelleher@ieetrains.com)

Legal or Formal Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**HOME ADDRESS REQUIRED FOR EPA**

Home Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Last (4) digits of Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Course Title: **EPA RRP** Lead Safety for Renovation, Repair, and Painting

Course Date: (1<sup>st</sup>) \_\_\_\_\_ / (2<sup>nd</sup>) \_\_\_\_\_ Fee: \$215 per person

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Payment is made day of class:

Credit Card, Check, Cash, Money Order

*Payment can be made with cash, company check, certified check, money order or credit card. A 10% discount per registration will be given to firms sending three or more to the same course (except where other discounts apply.) Discounts do not apply when client is invoiced.  
IEE accepts: Visa, MasterCard, American Express and Discover.*

## **Refund Policy: (as per M.G.L. Chapter 255, Section 13K)**

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is listed below and is part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.



**Institute for Environmental Education, Inc.**

*Shaping the Environment Through Education*

16 Upton Drive – Wilmington, Massachusetts 01887

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[www.ieetrains.com](http://www.ieetrains.com)