



# Insurance Institute of Nova Scotia

## Fall 2010 Semester

Insurance Institute

Learning for the real world. Rewarding.™

### HALIFAX/ DARTMOUTH

#### **C13 Insurance Against Liability Pt 1 (Mandatory)**

Instructor: Ken Clahane, FCIP

Location: Dalhousie University, Building & Room TBA

Wednesday nights starting September 15, 2010 Time: 5:30 pm

#### **C14 Automobile Insurance Part 1 (Mandatory)**

Instructor: David Little, CIP

Location: Dalhousie University, Building & Room TBA

Wednesday nights starting September 15, 2010 Time: 5:30 pm

#### **C39 Fraud Awareness & Prevention (Elective)**

Instructor: Jennifer White, CIP

Location: RSA Group, 50 Garland Avenue, Dartmouth

Monday nights starting September 13, 2010 Time: 5:30 pm

#### **C111 Advanced Loss Adjusting (Applied Professional OR Elective)**

Instructor: Cindy Hallman, FCIP

Location: Flagstone Re, 700 – 2000 Barrington Street, Halifax

Monday nights starting September 13, 2010 Time: 5:30 pm

#### **C120 Underwriting Essentials (Applied Professional OR Elective)**

Instructor: Linda Meldrum, CIP

Location: Dalhousie University, Building & Room TBA

Wednesday nights starting September 15, 2010 Time: 5:30 pm

### NEW GLASGOW

#### **C16 The Business of Insurance (Mandatory)**

Instructor: Vanessa MacLean, CIP

Location: Empire Company, 115 King Street, Stellarton

Tuesday nights starting September 14, 2010 Time: 6:00 pm

### VIRTUAL CLASS

#### **C11 Principles & Practice of Insurance (Mandatory)**

Instructor: Brian Houlihan, FCIP

Monday nights starting September 13, 2010

Time: 6:00 pm

### OTHER LOCATIONS

Would you like to have a course offered in-class in another location? Please contact the Insurance Institute of Nova Scotia with your course preference and location. If sufficient students are interested and an instructor can be found, we would be pleased to organize a class for you.

**Contact:** Jenny Reyno, Manager  
E-mail: [jreyno@insuranceinstitute.ca](mailto:jreyno@insuranceinstitute.ca)  
Phone: 902-433-0070  
Register online at [www.insuranceinstitute.ca](http://www.insuranceinstitute.ca)

**Mail or fax payment to:** Insurance Institute of Nova Scotia  
503 – 73 Tacoma Drive  
Dartmouth, NS B2W 3Y6  
Fax: 902-433-0072  
Fax to email: 902-434-3659



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**Course Fees:**

Course	Tuition	Exam	Textbook	Tax	Total
C11	\$ 270.00**	\$ 198.00	\$ 187.00***	\$ 79.55	\$ 734.55
C14 & C39	\$ 250.00	\$ 155.00	\$ 148.00	\$ 68.15	\$ 621.15
C13, C16, C111 & C120	\$ 250.00	\$ 155.00	\$ 187.00***	\$ 70.10	\$ 662.10

\* - includes a one time Matriculation Fee of \$43.00  
 \*\* - includes a Virtual Surcharge Fee of \$20.00  
 \*\*\* - includes Student Resource Guide & Online Tutorial  
 Textbooks are taxed at 5%

**Additional Charges:**

Insurance Institute of NS Membership Fee: \$ 61.95 + 9.14 HST = \$ 71.09  
 Late Registration/Withdrawal/NSF Cheque (IINS): \$ 35.00 + 5.25 HST = \$ 40.25  
 Exam Withdrawal Fee (IIC): \$ 50.00 + 7.50 HST = \$ 57.50

**Registration Dates:**

July 26 ... 30, 2010

YOU MAY REGISTER AS DESCRIBED ON THE IMPORTANT INFORMATION PAGE OR AT THE LOCATIONS SHOWN BELOW.

July 26	9:00 a.m. to 10:30 a.m.	Intact Insurance, 5657 Spring Garden Rd
July 27	9:00 a.m. to 10:30 a.m.	RSA Group, 50 Garland Avenue
July 28	9:00 a.m. to 10:30 a.m.	Economical Insurance, 300 ... 200 Waterfront Drive

**Exams:**

Date	9:30 am ... 12:30 pm	1:30 pm ... 4:30 pm
Monday, Dec 6, 2010	C11	C16, C72, C81, C131
Tuesday, Dec 7, 2010	C121, C130	C13, C47, C48, C82
Wednesday, Dec 8, 2010	C12, C35, C36, C132	C38, C54, C111, C120
Thursday, Dec 9, 2010	C37, C45, C53, C110	C31, C39, C43, C55
Friday, Dec 10, 2010	C14, C49, C66, C112	C32, C40, C122

**Exam withdrawal:** Students must contact The Insurance Institute of Canada prior to October 15, 2010. A withdrawal fee will be charged.

**Auditing Courses:**

Do you already have your CIP or FCIP? One of these courses would help you in your current position, Auditing may be the answer for you. You do not write the final examination or receive an Institute credit, but you do benefit from quality instruction. The fee includes tuition and textbook fees, but no examination fee. Seats are first given to students in the CIP program, but graduates may also register if space permits. Contact the institute office if you have any questions.

**Virtual Learning:**

**CAN'T GET TO AN EVENING CLASS? TRY A VIRTUAL CLASS!**

Get interactive - take a CIP course through web-casting! Ideal for students unable to access in-class instruction, or who prefer to learn from the comfort of their own desk!

Available Fall 2010 Semester: C11 Principles & Practice of Insurance

**Contact:** Jenny Reyno, Manager  
 E-mail: [jreyno@insuranceinstitute.ca](mailto:jreyno@insuranceinstitute.ca)  
 Phone: 902-433-0070  
 Register online at [www.insuranceinstitute.ca](http://www.insuranceinstitute.ca)

**Mail or fax payment to:** Insurance Institute of Nova Scotia  
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 Dartmouth, NS B2W 3Y6  
 Fax: 902-433-0072  
 Fax to email: 902-434-3659



# Important Information

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### Registration Information:

Class sizes are subject to minimum and maximum registrations. Failure to reach the minimum number of required students may result in cancellation of that class. At times it may be necessary for instructors to reschedule classes. Registrations will be accepted on a first come, first served basis. Students may register in person at the times and locations specified on this notice. If paying by VISA, MasterCard or AMEX you may register online **July 26 – 30, 2010** at [www.insuranceinstitute.ca](http://www.insuranceinstitute.ca) or fax in your registration. You may also register by Canada Post or courier. Registrations submitted in advance will not be processed until July 26, 2010. **REGISTRATIONS RECEIVED AFTER JULY 30, 2010 WILL BE SUBJECT TO A LATE REGISTRATION FEE OF \$40.25. This fee is non-refundable.** All fees are due and payable at the time of registration. Payment may be made by cheque, cash, money order, VISA, MasterCard or AMEX. Cheques must be payable to **INSURANCE INSTITUTE OF NOVA SCOTIA**. Cheques not honoured by the bank are subject to a charge of \$40.25 and must be replaced by certified cheque or money order.

The Insurance Institute of Nova Scotia in-class registration form must accompany all registrations submitted in person, by mail, courier or fax. The form is attached to this document. **THE REGISTRATION FORM AND PAYMENT MUST BE SENT TO THE INSURANCE INSTITUTE OF NOVA SCOTIA. DO NOT SEND THEM TO THE INSURANCE INSTITUTE OF CANADA.**

**All students must be paid members of the Insurance Institute of Nova Scotia. Final results will not be released to students whose membership fees remain unpaid.** Students are reminded that transfers between courses are not allowed once you are registered. If you want to change courses it is necessary to withdraw from one course and register in another (see below for withdrawal regulations). **It is your responsibility to avoid conflicting examination times, and to ensure you have met the course prerequisites. Please refer to your CIP Program Syllabus for this information.** Any further questions should be directed to the Insurance Institute of Nova Scotia.

### Withdrawal Policy:

Withdrawals are permitted upon written notice from the student, and are **effective the date they are received**. Prior to the first scheduled class, the course fee will be refunded, less an administration fee of \$40.25. Prior to the third scheduled class, the **tuition portion** of the fee is refunded, less an administration fee of \$40.25. In addition, upon written application to The Insurance Institute of Canada no later than October 15, 2010, the examination fee will be refunded less an administration fee of \$57.50. **No refunds are made for textbooks or student resource guides.** After the third scheduled class, there is **no refund of the tuition, textbook or student resource guide fee.** The examination fee may be refunded as stated above. However, special circumstances will be considered upon written request to the Insurance Institute of Nova Scotia, and will be at the discretion of the President and 1<sup>st</sup> Vice President.

### Tentative courses – Winter 2011

#### HALIFAX/DARTMOUTH

C11 Principles & Practice of Insurance      C16 The Business of Insurance  
C112 Practical Issues in Claims Management      C121 Advanced Underwriting

**Please contact the Insurance Institute if you would like to request additional courses.**

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E-mail: [jreyno@insuranceinstitute.ca](mailto:jreyno@insuranceinstitute.ca)  
Phone: 902-433-0070  
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# NOVA SCOTIA IN-CLASS REGISTRATION FORM

Membership Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_  Mr.  Ms.  Mrs.  Miss

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ P Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ P Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please indicate your preferred mailing address:  Business **OR**  Home

**Please enrol me in the following course(s):**

Semester: \_\_\_\_\_ Location: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Membership Fee: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

**Payment information (payment must be received with your registration form):**

Paid by:  Cash  Personal Cheque  Company Cheque  VISA  MasterCard  Amex

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**I agree to follow the In-Class Regulations, and understand that a fee will be charged should I withdraw from any class.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Payment Received: \$ \_\_\_\_\_ Pers. Cheque \_\_\_\_\_ Co. Cheque \_\_\_\_\_

Date Received: \_\_\_\_\_ Cash/MO \_\_\_\_\_ VISA \_\_\_\_\_

Date Processed: \_\_\_\_\_ MasterCard \_\_\_\_\_ Amex \_\_\_\_\_

Order ID/Invoice \_\_\_\_\_