



CFT Classroom Webinars & CFT Online Classes

CFT Classroom Webinars: A CFT webinar blends the convenience of attending a class online with the value of being a part of a live classroom. Use your telephone and computer to join the classroom at a specific time and day to participate in class with a "live" instructor. Prepare assignments that you will discuss in class and review material your instructor places online which you will see with the rest of your class. Finish the course in eight sessions earning the same credits and having the opportunity to learn the same material as that found in comparable in-person courses.

Why Enroll in a CFT Classroom Webinar:

- If a live class is preferred, consider these course webinars. They are LIVE!!! All students and the class instructor will attend the class together with their computer and telephone. All enrolled will discuss the class topics together, view material placed online by the instructor, and have questions answered directly and immediately by the instructor.
- If being able to plan on attending a class at a specific time helps a student to successfully complete the course, these webinars are scheduled for specific days at specific times. Students will be expected to participate in each class session (8 in total).
- Webinar instructors have several years experience teaching these subjects in live classroom settings.
- Attend your class in eight, two-hour time slots. Participate from any location with a telephone and an online computer - office, home, library...
- No live class available in your area? A CFT webinar can be attended from anywhere.
- Students are required to attend each of the eight class sessions and complete assignments on a weekly basis in preparation for classroom discussion.

CFT Online Classes: Instructor-led and interactive, each course will be facilitated by an instructor who will guide you through each lesson and will be available to answer questions and provide feedback on assignments you will receive over the Internet. You may also have some assignments requiring you to collaborate with other students using electronic discussion boards, chat rooms and e-mail. Each course is facilitated through CFT and will have a midterm and final examination. These examinations and quizzes will be delivered electronically over the Internet. Your overall grade for the class will be based on your performance on weekly assignments and the exams.

Enrollment and Class Requirements:

Enrollments must be made at least one week prior to start date of the course and may be made using the enrollment form included with this message. For the Classroom Webinars, an assignment will be sent to each student upon enrollment which will be expected to be completed for discussion during the first class session. Approximately one week prior to the start date, registrants will receive a welcome e-mail outlining instructions to sign on to the course website and begin the class. Administration and shipping and handling fees will be added to each enrollment.

Withdrawal Policy: Written withdrawal from a CFT webinar received at least eleven business days prior to the start date of the class will result in a full refund assuming any materials sent have been returned as originally received. Written withdrawal received within eleven business days of the start of the class will result in a tuition refund less a cancellation fee and the cost of any materials sent to the student along with the shipping and handling fees incurred.

Southeast Regional CFT
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904-354-4830 Phone
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ACE Credit: The American Council on Education's College Credit Recommendation service (ACE) has evaluated and recommended college credit for the 7 CFT Online courses. ACE helps adults gain access to academic credit at colleges and universities for formal courses taken in the workplace or other settings outside traditional higher education.

Withdrawal Policy Continued: No refund will be issued for withdrawal of a CFT program once the course begins. Written withdrawal may be sent by e-mail, fax or paper mail.

Please use the enrollment form included as the third page of this flier to enroll for the CFT Classroom Webinars and CFT Online Classes.



CFT CLASSROOM WEBINARS						
CFT Webinars Courses	Start Date	Time	# Classes	Tuition	Credit	
AIB General Accounting 	9/21/11	6:00 - 8:00 PM	8	\$390	3	
AIB Law & Banking Applications 	11/10/11	6:00 - 8:00 PM	6	\$390	3	
AIB Marketing Financial Services 	9/20/11	6:00 - 8:00 PM	8	\$390	3	
AIB Principles of Banking 	9/8/11	6:00 - 8:00 PM	8	\$390	3	
Written Communication	9/22/11	6:00 - 8:00 PM	8	\$390	3	
CFT ONLINE CLASSES						
CFT Online Courses	Start Date	Length		Tuition	ACE Credit	
Business Communication	10/3/11, 12/5/11	15 Weeks		\$545	3	
Business Math	9/19/11, 11/7/11	15 Weeks		\$545	3	
Financial Accounting	9/19/11, 12/5/11	15 Weeks		\$545	3	
Human Relations	9/12/11, 11/28/11	15 Weeks		\$545	3	
Management	9/12/11	15 Weeks		\$545	3	
Real Estate Appraisal	9/6/11	5 Weeks		\$695	1	
Real Estate Law	9/6/11	15 Weeks		\$545	3	



AIB & CFT Assisted Self-Study (Correspondence) Courses

Be productive at home with our help. Study at home with the resources you need.

Assisted Self-Study	Course #	Fee	C/H
AIB Analyzing Financial Statements	AIB-6920	\$315	3
AIB Banking Today	AIB-1325	\$200	.5
AIB Business Etiquette	AIB-2506	\$190	.25
AIB Trust Basics	AIB-8261	\$310	3
AIB Consumer Lending	AIB-7008	\$310	3
AIB Cross-Selling Deposit Products	AIB-6268	\$200	.5
AIB Dealing Effectively with Co-Workers	AIB-2534	\$190	.5
AIB Economics for Bankers	AIB-2310	\$310	3
AIB Effective Referrals	AIB-4506	\$190	.25
AIB Ethical Issues for Bankers	AIB-0162	\$200	.5
AIB General Accounting	AIB-1002	\$350	3
AIB Hiring The Best	AIB-4116	\$200	.5
CFT Individual Retirement Accounts (IRAs)	CFT-822	\$310	2
AIB Law and Banking: Applications	AIB-3670	\$310	3
AIB Law and Banking: Principles	AIB-3660	\$310	3
AIB Marketing Financial Services	AIB-7740	\$310	3
AIB Money & Banking	AIB-1350	\$310	3
AIB Performance Management	AIB-4226	\$200	.5
AIB Principles of Banking	AIB-1370	\$310	3
AIB Revitalizing Customer Service	AIB-6496	\$200	.5
AIB Telephone Etiquette (practice tape provided)	AIB-4814	\$210	.25
AIB Today's Teller	AIB-6832	\$280	2
AIB Understanding Bank Products	AIB-7766	\$240	1
AIB Writing Bank Correspondence	AIB-1858	\$225	.5
CFT A Question of Attitude <i>NEW!</i>	CFT-800	\$180	.50
CFT Balancing Home and Career <i>NEW!</i>	CFT-801	\$180	.25
CFT Calming Upset Customers <i>NEW!</i>	CFT-802	\$180	.50
CFT Cross-Cultural Business Communication <i>NEW!</i>	CFT-803	\$180	.50
CFT Dealing with Stress <i>NEW!</i>	CFT-804	\$180	.50
CFT Developing as a Professional <i>NEW!</i>	CFT-805	\$180	.50
CFT Emotional Intelligence Works <i>NEW!</i>	CFT-806	\$180	.50
CFT Face-to-Face Communication <i>NEW!</i>	CFT-807	\$180	.50
CFT Goals and Goal Setting <i>NEW!</i>	CFT-808	\$180	.50
CFT The Business of Listening <i>NEW!</i>	CFT-809	\$180	.50
CFT Winning at Human Relations <i>NEW!</i>	CFT-810	\$180	.50
CFT Working in Teams <i>NEW!</i>	CFT-811	\$180	.50

For this very popular option textbooks and materials are sent UPS to the student and a content expert is assigned as the instructor. Students may sign up at any time. Class length varies from 1 to 6 months. Students will have instructor's encouragement, feedback and knowledge, and the resources of the Southeast Regional CFT staff. Grades are determined by combining the completed assignments and exam scores. Up to \$18 shipping will be added per class. \$10 administration fee will be added per enrollment form. Please complete an enrollment form to sign up.



Please contact Lisa Phillips at (904) 354-4830 for more information or to register today!



Fax to (904) 354-1834

Southeast Regional Center for Financial Training, Inc. Course Enrollment Form

Photocopy this page or
print it from the
"Forms and Info" page
at www.cft-flsc.org

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Please print all information clearly.

First Name _____ MI _____ Last Name _____

Title _____ Company _____

Work Street Address _____

City/State/Zip _____

Office Phone Number _____ Office Fax Number _____

E-Mail Address _____ SS# (last 4 digits) _____

Your Educational Goal: Please indicate which AIB Diploma or Certificate you are pursuing. _____

Course Information: Please refer to the course schedule for the information needed to complete this portion of the enrollment form. Course type categories to use on the form below are: In-Person (IP), Instructor-Led Online (ILO), Self-Paced Online/ABA eLearning (SPO), or Assisted Self-Study (SS).

Course Title	Course # (when applicable)	Start Date (when applicable)	Course Type	Amount*
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

*Appropriate fees will be added. (i.e. tax, administration, shipping and handling, etc.)

"I hereby agree to abide by my bank's stated policy on educational benefits and should I not complete this course in the manner prescribed, I will reimburse my employer or CFT accordingly. I hereby authorize the release of my grades to CFT and my employer."

Student's Signature _____ Date _____

Bill My Bank Check Enclosed (payable to Southeast Regional CFT) Send Invoice to pay by Credit Card

"As the approving individual of this student, I authorize payment for this enrollment from my financial institution to CFT, and I understand I may be responsible for processing the invoice generated by CFT for this student."

Approver's Name _____ Date _____

Approver's Signature _____ E-Mail _____

Approver's Address _____ Phone Number _____

Approver's Cost Center _____ Send Invoice to _____ E-Mail _____

Policies and Procedures

All enrollment, extension, drop, withdrawal, and other standard policies and fees apply to this enrollment. See the Policies and Procedures section of this schedule on page 14 for these details and more. Please visit the website, call the CFT Office, or e-mail your request for course descriptions, diploma and certificate worksheets, to drop or withdrawal, or if you have other questions.



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