

RIBO REGISTRATION POLICY

REGISTRATION

Your registration will be processed upon receipt of full payment. Course payment must be payable to IBAO. We accept brokerage cheque, certified personal cheque, MasterCard, and VISA. Courses are filled on a first come, first serve basis.

REFUNDS AND CANCELLATIONS

If the registrant is unable to attend the course, the registrant must submit a written notice to the IBAO to be eligible for a refund. Textbooks and materials are not refundable once shipped.

- Admin Fee: \$75
- If a cancellation notice is provided more than 15 days before the start of a course, the learner is entitled a refund of the course fee minus Textbook fee (once shipped)
- If notice is provided in 15 days or less, an Admin Fee in addition to textbook fees will be deducted from the total refund
- There are no refunds once a course/class has begun

TRANSFERS

If notice to transfer is provided to IBAO more than 15 days before the start of a course learners may be permitted to transfer into another course with an Admin fee (in addition to the Textbook fee once shipped). Transfer requests made within 15 days of the course start date will be reviewed by IBAO on a case by case basis.

FEES

Licensing and RIBO accredited programs are tax exempt. Fees are subject to change without prior notice.

NSF & BANKING FEES

All bank charges incurred are the learner's responsibility.

Note: It is the learner's responsibility to become familiar with the Registration Policy prior to enrollment. Please keep a copy of registration information for your records.

EMAIL, FAX OR MAIL COMPLETED REGISTRATION FORMS TO:

education@ibao.on.ca | fax: 416 488 7526
IBAO, 700-1 Eglinton Avenue East, Toronto, ON M4P 3A1

RIBO REGISTRATION FORM

1. Applicant Information

First Name: _____	Last Name: _____	
Brokerage Name (if applicable): _____		
Shipping Address: _____		
City: _____	Province: _____	Postal Code: _____
Email: _____	Phone: _____	

2. Membership Status (complete if you are working for an IBAO member brokerage)

Brokerage Name: _____	Brokerage ID: _____
Brokerage Address: _____	
Principal: _____	Principal Signature: _____

3. Select Program

<input type="checkbox"/> RIBO Prep Kit (Textbook Only) \$175 (members) / \$225 (non-members)	Quantity: _____
<input type="checkbox"/> Basic Broker Two Week Prep Course \$760 (members) / \$860 (non-members)	Date: _____
<input type="checkbox"/> Two-Day Exam Clinic \$300 (members) / \$350 (non-members)	Date: _____
<input type="checkbox"/> Basic Broker Weekend Warrior Prep Course \$815 (members) / \$915 (non-members)	Date: _____
<input type="checkbox"/> Advanced Broker Prep Course (Level II License) \$600 (members) / \$900 (non-members)	Date: _____

4. Payment Options (exam fee not included)

Fee Enclosed: \$ _____			
<input type="checkbox"/> Brokerage Cheque	<input type="checkbox"/> Certified Personal Cheque	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
Card #: _____	Card Expiry: _____		
Cardholder: _____	Signature: _____		

5. Applicant Declaration

I _____ confirm the above information is correct. I agree to participate in the above course and abide by IBAO education's Registration Policy. I understand that fees are subject to change without notice.

Signature

Date