

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. Please note that courses are filled on a first come, first serve basis.

HEALTH & SAFETY PRECAUTIONS

IBAO is committed to upholding government policies and procedures around health and safety of its learners, instructors and staff. As policies change, IBAO will change with them. Contact IBAO for any further information.

In-Person courses:

1. Do not come to class if you are feeling unwell or if you have recently interacted with people who are feeling unwell. Contact IBAO for options. If the learner is unable to attend the course, the learner must submit a written notice to the IBAO to be eligible for a refund. IBAO is exercising extra leniency due to COVID-19 and will act fairly and responsibly in the case of illness.
2. Limited number of seats are available to ensure full social distancing in class, hallways, elevators and bathrooms. Seats are filled on first come, first served basis.
3. PPE is provided, but learners are required to bring their own masks.
4. Masks are mandatory in all public spaces, including hallways, lobby and elevators.

COURSE CANCELLATIONS AND REFUNDS

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.

1. Admin Fee: \$75
2. 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).
3. If notice is provided in **15 days or less**, the Admin Fee plus Textbook Fee will be deducted from the total refund.
4. No refunds once course has begun.
5. Once textbook and materials have been shipped, no refunds and returns are allowed.

TRANSFERS

1. Transferring to another course date:
 - If notice is provided to IBAO more than **15 days before** the start of the original course learners may be permitted to transfer (space depending) with an Admin Fee (minus 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.
2. Transfer from Online to In-Person:
 - Transfers due to technical difficulties will be evaluated on a case by case basis. NOTE: IBAO **strongly recommends** learners ensure and test the audio (Mic & Speakers) and visual (Webcam) equipment of their devices to ensure they are fully operational before the course start date. Failure to do so will impact this request.
 - Notice of this intent must be emailed to IBAO by the end of the first day of class.

RIBO ONLINE EXAM FORMAT CHANGES, DEFERRALS AND NO SHOWS

1. Should learners request to change their exam format selected at time of registration, there will be an additional fee of \$50.
2. Deferrals must be made to RIBO within at least 24 hours of the exam start date and time.
3. Lateness of 20 minutes or more will be considered a No Show and will incur a charge of \$50.

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.



RIBO REGISTRATION FORM

(THIS IS A FILLABLE FORM, PLEASE COMPLETE ALL APPLICABLE FIELDS)

Applicant Information

First Name: _____ Last Name: _____

Brokerage (if applicable): _____

Shipping Address: _____

City: _____ Postal Code: _____

Email: _____ Phone: _____

Membership Status

Brokerage Name: _____ Brokerage ID: _____

Brokerage Address: _____

Principal Name (please type): _____

Broker Launchpad Program Options

Weekday - \$760 (Members) / \$860 (Non-Members) Date: _____

Weekend - \$815 (Members) / \$915 (Non-Members) Date: _____

1. Choose Class Format

In-Class

Online

2. Choose Textbook Format

Hardcopy

Digital

3. Choose Exam Format

* Separate Cheque payable to RIBO for \$180

In-Person & Paper

Online

Other RIBO Course Options

RIBO LEVEL I SELF-STUDY (TEXTBOOK ONLY)

Textbook Only - \$175 (Member) / \$225 (Non-Members)

EXAM CLINIC

In-Class - \$300 (Member) / \$350 (Non-Member)

RIBO LEVEL II ADVANCED MANAGEMENT COURSE

In-Class - \$600 (Members) / \$900 (Non-Members) Date: _____

Online - \$600 (Members) / \$900 (Non-Members) Date: _____

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Payment Options

Fee Enclosed: \$ _____

NOTE: Payment by cheque will incur delays of a week or more due to IBAO staff working remotely

Brokerage Cheque

Certified Personal
Cheque

MasterCard

VISA

Card #: _____ Card Expiry: _____

Cardholder Name (please type): _____

Applicant Declaration

I _____ confirm that 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.

Full Name (please type)

Date

EMAIL COMPLETED REGISTRATION FORMS TO:

education@ibao.on.ca