

RIBO REGISTRATION POLICY

REGISTRATION

IBAO Course are offered in two formats: In Class and Virtual. Registration will be processed upon receipt of full payment. Course payment must be payable to IBAO. We accept MasterCard, VISA, and Brokerage Cheque (payment by cheque will delay processing by 1 week or more).

Please note: all 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 students, instructors and staff. As policies change, IBAO will change with them. Contact IBAO for updated information.

In Class course Option:

1. Do not come to class if you are feeling unwell, waiting on a COVID test result, have recently interacted with people who are unwell or have traveled outside Canada in the past 10-14 days. Contact IBAO for options.
2. Limited spots 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 classroom and all public spaces in the building, 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 with evidence (i.e., doctor's note) to the IBAO to be eligible for a refund.

1. Admin Fee: \$75
2. **No refunds once course has begun.**
3. Cancellation notices submitted more than **15 days before the start of course**, registrant is entitled a refund of the course fee minus Textbook fee (once shipped).
4. If notice is provided in **15 days or less**, the Admin Fee plus Textbook Fee will be deducted from the total refund.
5. It is the registrant's responsibility to provide accurate shipping address & contact information. Failure to do so will incur Admin Fee and additional shipping fees.
6. It is the registrant's responsibility to test their devices for Zoom compatibility prior to course registration. (See below)
7. Once textbook and materials ship, **no refunds or returns permitted.**

TRANSFERS

1. Transferring to another course date, regardless of how many times or reason:
 - If notice provided to IBAO **more than 15 days before** the start of course registrant may be permitted to transfer (space depending), with Admin Fee.
 - 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 Virtual to In-Class:
 - Transfers due to technical difficulties will be evaluated on a case by case basis. NOTE: IBAO **strongly recommends** registrants test the device's audio (Mic & Speakers) and visual (Webcam) equipment ensuring 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.

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 registrant'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

BROKER LAUNCHPAD: 2 WEEK PROGRAM

In-Class - \$650 (Members) / \$870 (Non-Members) Date: _____

Virtual - \$650 (Members) / \$870 (Non-Members) Date: _____

BROKER LAUNCHPAD: WEEKEND WARROR PROGRAM

In-Class - \$650 (Members) / \$850 (Non-Members) Date: _____

Virtual - \$650 (Members) / \$850 (Non-Members) Date: _____

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: _____

Virtual - \$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