

CAIB REGISTRATION POLICY

2021 IMPORTANT DATES

SEMESTER	SEMESTER DATES	REGISTRATION DEADLINE	LATE REGISTRATION (+\$50 FEE)	EXAM DATE
Winter	Feb. 1—April 26	January 25	January 26	May 5
Re-sit Exam				February 10
Summer	June 3—July 30	May 31	June 1	August 4
Fall	Sept. 13—Nov. 29	September 6	September 7	December 1

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
- Course transfers are permitted **15 days before the start** of a course and will have an admin fee.
- Exam registration is confirmed by IBAO 1 month prior to exam date; any transfer of the exam date is subject to an admin fee
- 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 & Materials fee (once shipped)
- If notice is provided in **15 days or less**, admin fee in addition to the textbook & materials fees will be deducted from the total refund
- There are no refunds once a course /class has begun

* See fees on Registration Form

EXAM

All CAIB Exams are now being held at the test takers brokerage. Test taker is responsible to identify a proctor within their brokerage. The proctor can be either a Principal or a Manager at a brokerage and must be registered with IBAO before the exam. Test takers will receive exam details from IBAO one month prior to the exam date.

EXAM TRANSFERS

Only by written notice by the test taker to IBAO may the test taker be eligible to transfer their exam date. (See above). *See fees on Registration Form

EXAM RESITS/NO SHOWS/APPEALS

Passing grade is 60% or higher. Test takers who fail to attend or complete their scheduled exam must provide supporting documentation (i.e. medical note), otherwise they are subject to no-show fee and transferred to the next exam date. Appeals can be made by those who challenge their exam results. Contact IBAO for more information. *See fees on Registration Form

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 COMPLETED REGISTRATION FORMS TO:

education@ibao.on.ca



CAIB REGISTRATION FORM (PLEASE COMPLETE ALL APPLICABLE FIELDS)

1. Applicant Information

Name: _____	Member ID: _____
Brokerage (for shipping): _____	
Address: _____	
City: _____	Postal Code: _____
Email: _____	Phone: _____

2. Select Semester

<input type="checkbox"/> Winter Semester	<input type="checkbox"/> Summer Semester	<input type="checkbox"/> Fall Semester
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3. Select CAIB Module

<input type="checkbox"/> CAIB 1	<input type="checkbox"/> CAIB 2	<input type="checkbox"/> CAIB 3	<input type="checkbox"/> CAIB 4
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4. Select Study Option

<input type="checkbox"/> Self-Study - \$550 (member) / \$720 (non-member)	<input type="checkbox"/> Resit Exam - \$135 / \$175
<input type="checkbox"/> Online Group Discussion - \$620 / \$800	<input type="checkbox"/> Transfer Exam - \$75 / \$100
<input type="checkbox"/> Immersion - \$900 / \$1170 (see website for dates)	Date: _____

5. Payment Options

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 Name: _____			

6. Applicant Declaration

I _____ confirm that the above information is correct. I agree to participate in the above course and abide by the CAIB Registration Policy.

Full Name (please type)

Date

Email completed registration forms (with payment) to:
education@ibao.on.ca

