

# RIBO REGISTRATION POLICY

## REGISTRATION

To register for a course, a completed registration form must be received, with payment in full (to IBAO) prior to the start date. We accept brokerage cheque, brokerage credit card, certified personal cheque, MasterCard, and VISA. Courses are filled on a first come, first served 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. The written notice is time-sensitive.

- Textbooks and materials are non-refundable once shipped
- If a cancellation notice is provided more than 15 days before the course start date, the registrant is entitled a partial refund - less textbook fees once shipped.
- If a cancellation notice is provided in 15 days or less before the course start date, the registrant is entitled a partial refund - less \$75 admin fee and less textbook fees once shipped.
- If a cancellation notice is provided on or after the course start date, the registrant will receive no refund.

## COURSE TRANSFERS

If written notice is provided more than 15 days before the course start date, the registrant may transfer to another course/semester or name a replacement candidate depending on the circumstances. There is a \$75 admin fee (less textbook fees once shipped).

## 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 applicant's responsibility.

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

***Email, mail or fax completed registration forms to: [licensing@ibao.on.ca](mailto:licensing@ibao.on.ca) | fax: 416 488 7526  
Insurance Brokers Association of Ontario, 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"/>	<b>*New* Basic Broker Self-Study (Textbook Only)</b> \$175 (members) / \$225 (non-members)	Quantity: _____
<input type="checkbox"/>	<b>Basic Broker Two Week Prep Course</b> \$750 (members) / \$850 (non-members)	Date: _____
<input type="checkbox"/>	<b>Basic Broker Two Day Review Course</b> \$300 (members) / \$350 (non-members)	Date: _____
<input type="checkbox"/>	<b>Basic Broker Weekend Warrior Prep Course</b> \$800 (members) / \$900 (non-members)	Date: _____
<input type="checkbox"/>	<b>Advanced Broker Prep Course (Level II Licence)</b> \$600 (members) / \$900 (non-members)	Date: _____

## 4. Payment Options (exam fee not included)

Fee Enclosed: \$ \_\_\_\_\_

Brokerage Cheque     Certified Personal Cheque     MasterCard     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