

# CAIB REGISTRATION POLICY

## 2022 IMPORTANT DATES

SEMESTER	SEMESTER DATES	REGISTRATION DEADLINE	LATE REGISTRATION (+\$50 FEE)	EXAM DATE
Winter	Jan. 31–April 18	January 26	January 27	April 20
Re-sit Exam				January 26 August 31
Summer	May 30–July 28	May 25	May 26	August 3
Fall	Sept. 12–Nov. 28	September 7	September 8	November 30

## REGISTRATION

Your registration will be processed upon receipt of full payment. Course payment must be payable to IBAO. We accept brokerage cheque, certified cheque, MasterCard, and VISA. (NOTE: Payment by cheque will require 1 week processing time)

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 Course Attendance:

1. Proof of full COVID vaccination is required.
2. Learners are required to submit to daily COVID screenings upon entry to the IBAO Boardroom.
3. No access to the IBAO office is permitted outside of the IBAO Boardroom.
4. 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.
5. 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.
6. PPE is provided, but learners are required to bring their own masks.
7. Masks are mandatory in all public spaces, including hallways, lobby and elevators.

## TEXTBOOK & COURSE CANCELLATION AND REFUND

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. Textbooks once shipped are not refundable or returnable.
2. Textbooks shipped to an incorrect address provided by the learner or loss due to no fault of the IBAO, will be assessed a \$50 re-shipping fee in addition to the cost of the textbook.
3. Course Admin Fee is: \$75
4. If a cancellation notice is provided more than **15 days before the course start date**, the learner is entitled a refund of the course fee (minus Textbook fee once shipped).
5. If notice is provided in **15 days or less to course start date**, the Admin Fee plus Textbook Fee will be deducted from the total refund.
6. No refunds once course has begun.

## **EXAM**

All CAIB Exams are now Online exams and are held at the test taker's brokerage (paper exams are by request only). The 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 (WITH PAYMENT) TO:**

education@ibao.on.ca



# CAIB REGISTRATION FORM (THIS IS A PDF FILLABLE FORM)

## 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

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

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

<input type="checkbox"/> Brokerage Cheque	<input type="checkbox"/> Certified Cheque	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
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Card #: \_\_\_\_\_ Card Expiry: \_\_\_\_\_

Cardholder: \_\_\_\_\_

## 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. I understand that fees are subject to change without notice.*

\_\_\_\_\_  
Date

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