

# CONTINUING EDUCATION 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 cheque, MasterCard, and VISA. Courses are filled on a first come, first serve basis.

## LATE REGISTRATION & CANCELLATION

Late registrants may be accepted space permitting. If unable to attend the registered webinar, notice must be given no later than 1 week for refund. Notice given 1 week or less are entitled to transfer into another Webinar session. Contact IBAO to discuss.

## WEBINAR GROUP PARTICIPATION

Group viewing is only permitted when;

1. All participants MUST BE PRE-REGISTERED in the webinar to attain accreditation
2. All participants must join the webinar on GoToWebinar with their full names.
3. Roll Calls: If you are watching the webinar with another participant on the same screen, please type both of your full names on both roll calls. If you have issues responding to roll calls in the webinar, please email [education@ibao.on.ca](mailto:education@ibao.on.ca)
4. Group Participation Sheet is signed by the Principal Broker and submitted to IBAO no later than 1 business day

## FEES

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.***

**EMAIL COMPLETED REGISTRATION FORMS TO:**

[education@ibao.on.ca](mailto:education@ibao.on.ca)



# CONTINUING EDUCATION REGISTRATION FORM

(PLEASE COMPLETE ALL APPLICABLE FIELDS)

## 1. Applicant Information

Webinar Date: \_\_\_\_\_

Webinar Name: \_\_\_\_\_

Brokerage Name: \_\_\_\_\_

Brokerage Address: \_\_\_\_\_

Full Name	RIBO #	IBAO #	Email Address	Participant/Fee
				1 <sup>st</sup> <b>(\$120)</b>
				Additional <b>(\$60)</b>
				Additional <b>(\$60)</b>
				Additional <b>(\$60)</b>
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				Additional <b>(\$60)</b>
				Additional <b>(\$60)</b>
				Additional <b>(\$60)</b>
<b>TOTAL</b>				<b>\$</b>

## 2. Payment Options

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

Brokerage Cheque    
  Certified Cheque    
  MasterCard    
  VISA

Card #: \_\_\_\_\_ Card Expiry: \_\_\_\_\_

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

## 3. 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.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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