

# CAIB REGISTRATION POLICY

## 2023 IMPORTANT DATES

SEMESTER	SEMESTER DATES	REGISTRATION DEADLINE	LATE REGISTRATION (+\$50 FEE)	EXAM DATE
Winter	Jan. 30—April 17	January 25	January 27	April 19
Re-sit Exam				January 25 August 30
Summer	May 29—July 27	May 24	May 26	August 2
Fall	Sept. 11—Dec. 4	September 6	September 8	December 6

## REGISTRATION

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

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 Attendance to courses:

1. **Do not come to the classroom if you are feeling unwell** or if you have recently interacted with people who are feeling unwell. Contact IBAO for options.
2. Seats are spaced to ensure social distancing in the classroom. 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 STRONGLY recommended in all public spaces and classroom.

## COURSE & TEXTBOOK 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 Broker 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 EXAMS (exams@ibao.on.ca) 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 : _____		
Address (for shipping): _____		
City: _____	Province: _____	Postal Code: _____
Email: _____	Phone: _____	

## 2. Select Program

<b>Select CAIB Semester</b>			
<input type="checkbox"/> Winter Semester	<input type="checkbox"/> Summer Semester	<input type="checkbox"/> Fall Semester	
<b>Select CAIB Module</b>			
<input type="checkbox"/> CAIB 1	<input type="checkbox"/> CAIB 2	<input type="checkbox"/> CAIB 3	<input type="checkbox"/> CAIB 4

## 3. Select Study Option

<input type="checkbox"/> Self-Study - \$570 (Member) / \$770 (Non-Member)	<input type="checkbox"/> Resit Exam - \$135 / \$175
<input type="checkbox"/> Online Group Discussion - \$640 / \$820	<input type="checkbox"/> Transfer Exam - \$75 / \$100
<input type="checkbox"/> Immersion - In-Person - \$920 / \$1195 (see website for dates)	Date: _____
<input type="checkbox"/> Immersion - Virtual - \$920 / \$1195 (see website for dates)	Date: _____

## 4. Payment Options

**NOTE: Payment by cheque will incur 1 week delay to registration for processing**

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

Brokerage Cheque     MasterCard     VISA

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

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

## 5. 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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