

# LICENSING REGISTRATION POLICY

## 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 CANCELLATIONS AND REFUNDS

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.**

## TRANSFERS

1. Transferring to another course date:
  - If notice is provided to IBAO **more than 15 days before the course start date** learners may be permitted to transfer without Admin Fee.
  - Transfer requests made within **15 days or less to course start date** will be reviewed by IBAO on a case by case basis and subject to Admin Fee.
2. Transfer from Online to In-Person:
  - Transfers due to technical difficulties will be evaluated on a case by case basis. NOTE: IBAO **strongly recommends** learners ensure and test the audio (Mic & Speakers) and visual (Webcam) equipment of their devices to ensure they are fully operational before the course start date. Failure to do so will impact this request.
  - Notice of this intent must be emailed to IBAO by the end of the **first day of class**.

## 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 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.***



# LICENSING REGISTRATION FORM

(THIS IS A FILLABLE FORM, PLEASE COMPLETE ALL APPLICABLE FIELDS)

## Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Brokerage Name (if applicable): \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Membership Status

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

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

Principal Name (please type): \_\_\_\_\_

## Select Program

**NOTICE TO IN-PERSON:** MINIMUM NUMBER OF 10 REGISTRANTS IS REQUIRED TO HOST IN-PERSON OPTION, IF BELOW 10 ALL LEARNERS WILL BE TRANSFERRED TO VIRTUAL.

### BROKER LAUNCHPAD: WEEKDAY PROGRAM

In-Person - \$700 (Members) / \$930 (Non-Members) Date: \_\_\_\_\_

Virtual - \$700 (Members) / \$930 (Non-Members) Date: \_\_\_\_\_

### BROKER LAUNCHPAD: WEEKEND PROGRAM

Virtual - \$700 (Members) / \$910 (Non-Members) Date: \_\_\_\_\_

### BROKER LAUNCHPAD: SEMESTER PROGRAM

Virtual - \$700 (Members) / \$930 (Non-Members) Date: \_\_\_\_\_

### BROKER LAUNCHPAD SELF STUDY (BECOMING AN INSURANCE BROKER TEXTBOOK KIT ONLY)

Hardcopy - \$185 (Members) / \$235 (Non-Members)

eBook - \$185 (Members) / \$235 (Non-Members)

### EXAM CLINIC

Virtual - \$325 (Member) / \$350 (Non-Member)

### PRINCIPAL PATHWAYS: RIBO LEVEL II UNRESTRICTED MANAGEMENT COURSE

In-Person - \$1,150 (Members) / \$1,350 (Non-Members) Date: \_\_\_\_\_

Virtual - \$1,150 (Members) / \$1,350 (Non-Members) Date: \_\_\_\_\_



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## Payment Options

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

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

Brokerage Cheque

MasterCard

VISA

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

Cardholder Name (please type): \_\_\_\_\_

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

\_\_\_\_\_  
Date

**EMAIL COMPLETED REGISTRATION FORMS TO:**

education@ibao.on.ca