

# 2024 CAIB REGISTRATION POLICY

## 2024 IMPORTANT DATES

SEMESTER	SEMESTER DATES	REGISTRATION DEADLINE	LATE REGISTRATION (+\$50 FEE)	EXAM DATE
Winter	Feb. 5—April 22	January 29	February 9	April 24
Re-sit Exam				January 24 August 28
Summer	May 27—July 29	May 21	May 31	July 31
Fall	Sept. 9—Dec. 2	September 3	September 13	December 4

## REGISTRATION POLICY

- Your registration will be processed upon receipt of full payment. Course payment must be payable to IBAO. We accept brokerage cheque\*, MasterCard, and VISA (Not VISA Debit!)  
**(NOTE: Payment by cheque must be RECEIVED and CLEARED at the bank BEFORE registration can begin)**
- Please note that courses are filled on a first come, first serve basis.
- IBAO Members are Brokerages (businesses) and their staff list in IBAO's database. IBAO does not have membership status for individuals.

## COURSE & TEXTBOOK CANCELLATION AND REFUND POLICY

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. These conditions apply.

- IBAO **does not have** any supply of hardcopy materials **onsite**. Shipping is through FedEx.
- Textbooks once shipped are not refundable or returnable.**
- Admin Fee is: \$75.**
- Textbooks shipped to an incorrect address provided by the learner or loss due to no fault of the IBAO, will be charged the Admin Fee in addition to the cost of the textbook.
- If a cancellation notice to a course 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).
- 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.
- No refunds once course has begun.**

## HEALTH & SAFETY PRECAUTIONS: In-Person Attendance to courses:

**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.

## EXAM POLICY

- CAIB Exams are only eligible to learners who enrolled in a CAIB course through the IBAO. No Exceptions.
- CAIB Online Exams will be proctored by the virtual proctoring service ProctorU. As such, a **\$55 NON-REFUNDABLE Virtual Proctor Fee** will be added into the cost of the course.
- Test takers will receive exam details emailed from IBAO three (3) weeks BEFORE the exam date.
- This email will include steps of **How To Book Own Virtual Proctor**, via the ProctorU service.

## **EXAM TRANSFER POLICY**

The Registrant must email IBAO the request to transfer their exam date. Requests will be reviewed by IBAO on a case-by-case basis and subject to Admin Fee. (See above) \*See Registration Form for RESIT Fees.

## **EXAM RESITS/NO-SHOWS/APPEALS POLICY**

- 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** (removing eligibility for Honour Status) 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.

## **TAXES & FEES**

All National Designation programs are tax exempt. Fees are subject to change without prior notice.

***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

# 2024 CAIB REGISTRATION FORM (THIS IS A PDF FILLABLE FORM)

## 1. Applicant Information

Name: _____	Member ID: _____	
Brokerage (for shipping): _____		
Address: _____		
City: _____	Province: _____	Postal Code: _____
Email: _____	Phone: _____	

## 2. Select Program

**Select CAIB Semester**

Winter Semester       Summer Semester       Fall Semester

**Select CAIB Module**

CAIB 1       CAIB 2       CAIB 3       CAIB 4

## 3. Select Study Option

**Self-Study** - \$650 (Member) / \$845 (Non-Member), Includes Virtual Proctor Fee

**Online Group Discussion** - \$720 / \$905, Includes Virtual Proctor Fee

**Immersion** - \$1000 / \$1275, Includes Virtual Proctor Fee

**Choose Location:** **Toronto**  In-Person      **Ottawa**  In-Person      Date: \_\_\_\_\_

Virtual      Date: \_\_\_\_\_

**Exam Only Options**

**Resit Exam** - \$190 / \$230       **Transfer Exam** - \$75 / \$100      Date: \_\_\_\_\_

## 4. Payment Options

**(NOTE: Payment by cheque must be RECEIVED and CLEARED at the bank BEFORE registration can begin)**

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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