

2025 CAIB REGISTRATION POLICY

2025 IMPORTANT DATES

SEMESTER	SEMESTER DATES	REGISTRATION DEADLINE	LATE REGISTRATION (+\$50 FEE)	SCHEDULED EXAM DATES
Winter	Feb. 3—April 21	January 27	February 7	April 23
Re-sit Exam				February 5 June 18 September 17
Summer	May 26—July 29	May 20	May 30	July 30
Fall	Sept. 8—Dec. 1	September 2	September 12	December 3

REGISTRATION & RIBO ACCREDITATION 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 begins)
- 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.
- * **NEW** Immersion & Online Group course attendees **MUST have their cameras on and be in attendance for the full class of every class** of the course in order to receive RIBO Accreditation.

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. 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 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).
- 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.

NOTICE: It is the learner's responsibility to become familiar with the Registration & RIBO Accreditation 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

2025 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 - \$660 (Member) / \$860 (Non-Member), Includes Virtual Proctor Fee

Online Group Discussion - \$730 / \$920, Includes Virtual Proctor Fee

Immersion - \$1020 / \$1295, 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 IBAO education's Registration & RIBO Accreditation Policy. I understand that fees are subject to change without notice.

Date: _____

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