



2016 Basic Brokers Preparation Course (Working under supervision) Application

Course & Exam Location: Insurance Institute Hamilton/Niagara Chapter¹

1439 Upper Ottawa St., Units 4 & 5 Hamilton, ON L8W 3J6

Please select which course you are interested in attending:

- February 1-12, 2016:** Monday – Friday 9 a.m. – 4 p.m.
Exam: Saturday February 13, 2016 – 9 a.m. – 12 p.m.
Application deadline: January 22, 2016 (Applications received after will be subject to a late registration fee of \$50.00)
- June 6-17, 2016:** Monday – Friday 9 a.m. – 4 p.m.
Exam: Saturday June 18, 2016 – 9 a.m. – 12 p.m.
Application deadline: May 27, 2016 (Applications received after will be subject to a late registration fee of \$50.00)
- September 19-30, 2016:** Monday – Friday 9 a.m. – 4 p.m.
Exam: Saturday October 1, 2016 – 9 a.m. – 12 p.m.
Application deadline: Sept 9, 2016 (Applications received after will be subject to a late registration fee of \$50.00)

Registration Policy

REGISTRATION

To register for a course, a completed registration form must be received, with payment in full (to IBAH) prior to the start date. We accept certified cheque, money order or via our online registration MasterCard, VISA, American Express and PayPal payment. Courses are filled on a first come, first served basis.

DEADLINES

The cut off for registration is five (5) business days prior to the start date. Late registrants may be accepted space permitting; however, enrollment may be subject to a late registration fee.

TRANSFERS

Transfers from one program to another or from one individual to another are permitted but may be subject to a transfer fee of \$50 depending on the circumstances.

CANCELLATION

Written notice (email accepted) must be received prior to the start of the date. A full refund is granted when IBAH receives notice more than ten (10) business days prior to the start date; however, a \$100.00 processing fee may apply. No refunds are granted on or after the start date. Penalty for insufficient notice are at the discretion of IBAH.

TEXTBOOKS

Once textbooks have been received, they are non-refundable.

FEES

Licencing and RIBO accredited programs are tax exempt. Fees are subject to change without prior notice.

NSF & BANKING FEES

All bank charges incurred are the applicant's responsibility.

Note: it's the student's responsibility to become familiar with the Registration Policy prior to enrollment. Please keep a copy of registration information for your records.

Registrant Information

Surname Name:		First Name:	
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.	Telephone Number:		
Email Address:		Date of Birth(YYYY/MM/DD):	
Address:	City:	Province:	Postal Code:

RIBO Licencing Course



Course Fees			
Course Fee: \$635.00	✓ Includes text book and tuition		
Non-IBAO Members Fee: \$660.00	✓ Includes text book and tuition		
Late Registration Fee: \$50.00	✓ Applications received after deadline will be subject		
PAYMENT OPTIONS	<input type="checkbox"/> Online	<input type="checkbox"/> Certified Cheque	<input type="checkbox"/> Money Order
<ul style="list-style-type: none"> ✓ Please make certified Cheques payable to: Insurance Brokers Association of Hamilton ✓ Only personal cheques must be certified ✓ Mail certified cheque/money order & application to: <div style="text-align: center;"> Insurance Brokers Association of Hamilton c/o Insurance Institute Hamilton Niagara Chapter 1439 Upper Ottawa St., Units 4 & 5 Hamilton, ON L8W 3J6 </div> 			

Authorization		
I am an employee of a member of the IBAO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>I confirm that the above applicant is an employee of the employer named below or will be so employed by the commencement of this course.</i>		
Name of Employer:	Signed (Principal Broker):	

Important Information	
Course Co-ordinator: Julie Ryan	Email: bbcourse@ibah.org
<ul style="list-style-type: none"> ✓ If you have any questions please contact your Course Co-ordinator. ✓ In addition, to the course fee, students will be responsible for an Examination Fee of \$180.00 – this is to be made payable to the Registered Insurance Brokers of Ontario and must be accompanied by two passport size photos & Criminal Records Check – due on the second class to the Course Co-ordinator. ✓ You MUST obtain a Criminal Record Check for RIBO prior to the commencement of the course. Please be sure to bring your CRV with you to the start of the course. You will not be permitted to be registered until RIBO receives this form. Your criminal record verification can be obtained from your local police department. Kindly note, this can take up to three weeks and your police department may charge a fee for this service. After completion of the application and receipt of payment – you will be notified of your enrollment one week prior to the commencement of the course. ✓ If there is insufficient enrollment and a course is cancelled, a full refund will be issued. 	

ⁱ IBAH Basic Brokers Preparation Course is not affiliated with the Insurance Institute of Ontario or the Insurance Institute Hamilton/Niagara Chapter. There is no affiliation outside of the rental of the premises at the IIO-H/N for the facilitation of the course.