

# CAIB REGISTRATION POLICY

## 2018 IMPORTANT DATES (SELF-STUDY & ONLINE GROUP DISCUSSION)

SEMESTER	DATES	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE (+\$50 FEE)	EXAM DATE
Winter	Feb. 5—April 27	January 29	February 16	May 2
Summer	June 4—July 27	May 28	June 15	August 1
Fall	Sept. 10—Nov. 30	August 31	September 21	Dec. 5

### CANCELLATIONS/REFUNDS

Written notice (emails are accepted) must be received in order to be eligible for a refund.

Refund requests received:

- Before shipment of textbooks – receive a full refund less a \$75 admin fee
- Within the first month of the semester (or a quarter through) – receive the amount paid less the cost of the textbook and a \$75 admin fee
- Within the second month of the semester (or halfway through) – receive the amount paid less the cost of the textbook and a \$100 admin fee. After two months, refunds will not be permitted.

### TEXTBOOKS

Once registration has been processed and paid in full, please allow 3-5 business days to arrive via courier. Textbook fees are non-refundable once they've been shipped.

### EXAM DATE TRANSFERS

Written notice (emails are accepted) must be received to be eligible for a transfer request.

Exam date transfers:

- Will not be permitted within one month of an exam
- Are subject to a transfer fee (\$75 for members; \$100 for non-members) to the next preferred exam sitting
- No more than two transfers per CAIB part are permitted; re-sit fees are non-refundable and payments will be processed after the exam when a change or transfer is received after the deadline.

### NO SHOWS/EXAM RESITS

Registrants who fail to attend/cannot attend their scheduled exam must provide supporting documentation (medical or family emergency). Without valid documentation, registrants are subject to a no-show fee the next time they register for the exam (\$150 for members; \$190 for non-members).

Fees to rewrite an exam if scored below passing grade of 60%, is \$135 for members and \$175 for non members.

***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. Mail, fax or email completed registration forms to:***

# CAIB REGISTRATION FORM (PLEASE COMPLETE ALL APPLICABLE FIELDS)

## 1. Applicant Information

Member ID: \_\_\_\_\_

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

Brokerage (for shipping): \_\_\_\_\_

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

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

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

## 2. Select CAIB Module

CAIB 1     
  CAIB 2     
  CAIB 3     
  CAIB 4

## 3. Select Study Option

Self-Study - \$539 (member) / \$719 (non-member)  
 Online Group Discussion - \$619 / \$798  
 Immersion - \$899 / \$1169 Date: \_\_\_\_\_  
 Resit Exam - \$135 / \$175 (see website for dates)  
 Transfer Exam - \$75 / \$100

## 4. Select Semester / Exam City (if applicable)

Winter Semester  
 Feb. 5—April 27  
 Summer Semester  
 June 4—July 27  
 Fall Semester  
 Sept. 10—Nov. 30  
 Requested Exam City:  
 \_\_\_\_\_

## 5. Payment Options

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

Brokerage Cheque     
  Certified Personal Cheque     
  MasterCard     
  VISA

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

Check one:  
 Personal card  
 Brokerage card

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

## 6. 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mail, fax, or email completed registration forms (with payment) to:**

Robyn Campbell, Broker Designations Coordinator, designations@ibao.on.ca | fax: 416 488 7526  
 Insurance Brokers Association of Ontario, 700-1 Eglinton Avenue East, Toronto, ON M4P 3A1