

RIBO Licencing Course



2018 Basic Brokers Preparation ONE-DAY Course Application (Working Under Supervision)

Course & Exam Location: Insurance Institute Hamilton/Niagara Chapter¹
1439 Upper Ottawa St., Units 4 & 5 Hamilton, ON L8W 3J6

June 30, 2018: Saturday 8:30 a.m. – 4:00 p.m.

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. Courses are filled on a first come, first served basis.

WE NEED AT LEAST 8 PEOPLE TO REGISTER
We can only run this program with 8 or more students.

DEADLINES
The cut off for registration is seven (7) business days prior to the start date. Late registrants may be accepted space permitting; however, enrollment may be subject to a late registration fee.

CANCELLATION
Written notice (email accepted) must be received prior to the start of the date. A refund is granted when IBAH receives notice more than fourteen (14) business days prior to the start date; however, there is a \$125.00 processing fee. No refunds are granted on or after the start date. Penalty for insufficient notice are at the discretion of IBAH.

FEES
Licensing and RIBO accredited programs are NOT tax exempt. Member Fee \$150.00 & Non-Member Fee \$165.00. 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 No.:	
Email Address:		Date of Birth (YYYY/MM/DD):	
Address:		City:	Province: Postal Code:

Course Fees

Course Fee: \$150.00	✓ Includes text book and tuition
Non-IBAO Members Fee: \$165.00	✓ Includes text book and tuition
Late Registration Fee: \$125.00	✓ Applications received after deadline will be subject

PAYMENT OPTIONS

Online ([Online payment here](#))
 Certified Cheque

✓ Please make certified Cheques payable to: **Insurance Brokers Association of Hamilton**
 ✓ Only personal cheques must be certified
 ✓ Mail certified cheque/money order & application to:
 Insurance Brokers Association of Hamilton
 c/o Insurance Institute Hamilton Niagara Chapter
 1439 Upper Ottawa St., Units 4 & 5 Hamilton, ON L8W 3J6

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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: Violet Whitehouse	Email: bbcourse@ibah.org
<ul style="list-style-type: none">✓ If you have any questions please contact your Course Coordinator.✓ 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.✓ If there is insufficient enrollment and a course is canceled, a full refund will be issued.	

¹ 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.