

## ENROLLMENT & COURSE REGISTRATION

Fill out this form and fax to: Jill Jacob at 416-596-1085, email to jjacob@bomatoronto.org or mail to BOMA Greater Toronto, 20 Queen Street West, Suite 2018, Toronto, ON, M5H 3R3 Please include payment. **For more information, call 416-596-8065**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

Work Ph: ( ) \_\_\_\_\_ Home Ph: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Enrollment Options - Check one of the following:

- Current Student enrolled in the Institute's RPA or FMA \_\_\_\_\_ designation program. BOMI ID# \_\_\_\_\_
- New Student - Enroll in a BOMI Institute designation program \$210. +HST one-time enrollment fee required.
- Enrolling in a second or third designation program \$80. +HST enrollment fee required.
- Taking an individual course or courses only \$80. +HST course enrollment fee (per course) required.
- (Effective January 1, 2010) Computer Exam Fee \$75. +HST required.

### Course Registration:

Course Title	Date	Location	Fee

All fees and prices are subject to HST. HST. Registration #122271562RT

Sub-total \_\_\_\_\_

**THIS FORM IS THE ONLY INVOICE TO BE SENT**

HST \_\_\_\_\_

Cash \_\_\_\_\_ Cheque payable to BOMA Toronto \_\_\_\_\_

Total Fees \_\_\_\_\_

VISA/MC/AMEX \_\_\_\_\_ Exp \_\_\_\_\_

Billing Address (required for credit card processing) \_\_\_\_\_

Signature (required for credit card purchase) \_\_\_\_\_

**See Next Page for Enrollment and Registration Policies**

## **BOMA GREATER TORONTO Enrollment and Registration Policies**

**Processing.....**Only orders with payment can be processed. **There will be a \$20 processing fee for returned cheques.**

**Prices.....**Prices are subject to change without notice.

### **Designation**

**Enrollment Fee.....**Designation enrollment fee must be paid with or before registering for your first course and is non-refundable.

**Refunds.....**Students must notify BOMA Toronto, in writing, with an explanation, at least five (5) business days prior to the first day of class to be considered for a refund.  
No refund will be made for material that has been opened.

**Exam Completion...**Successful completion of a course requires passing an exam with a minimum score of 70%.  
Students have one year from their first exam date selected to complete an exam.  
Students who exceed this one-year period will incur the full course price when re-registering for a course.

**Currency.....** All prices on this form are listed in Canadian dollars and are subject to HST.

## **Accelerated Review Procedures and Policies**

Accelerated Review classes are full-day sessions. Remember to make travel arrangements for after 7:00 p.m. on the last day. **Advance preparation is required. The student is responsible for picking up materials. This can be done at the BOMA Toronto office between 8:30 a.m. to 4:00 p.m. weekdays.** To ensure that you have sufficient time to prepare, you should be registered at least 30 days in advance of the first day of class. Travel, hotel accommodations, and meals are not included in your registration fee. Class size is limited. All courses, locations, instructors, and prices are subject to change. Call your BOMA Toronto office for up-to-date information about classes.

Course information will be emailed 2 weeks prior to the course to you as confirmation of your registration.