

## **BOMA BC Enrollment & Registration Policies**

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| <b>Preparation</b>                | Advance preparation is required. Students are responsible for picking up materials at the BOMA BC office between 9am and 5:00pm weekdays. To ensure sufficient preparation time, we recommend registering at least 30 days in advance of the first day of class.   |
| <b>Processing</b>                 | Payment must be received before the course start date. There will be a \$25 processing fee for returned cheques.   |
| <b>Designation Enrollment Fee</b> | The RPA and FMA Designation enrollment fees are non-refundable.  |
| <b>Refunds</b>                    | To withdraw from an accelerated course, a student must notify BOMA BC at least 14 days prior to the commencement of the course. For a full refund of both material and tuition, course material must be returned to the BOMA office unopened. If the shrink wrap has been removed, no refund is given for the course material. However, the tuition fee shall be reimbursed and the student then switched to self-study status. See info below on Study Method Transfer. |

## **BOMI Canada Enrollment & Registration Policies**

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| <b>Study Method Transfer</b> | The fee for switching from accelerated to self-study (or vice versa) is \$65+GST.   |
| <b>Exam Pass</b>             | Successful completion of a course requires passing an exam with a minimum score of 70%. Students have six months from the first day of class to complete an exam.   |
| <b>Exam Transfer</b>         | To cancel or change an exam which has been scheduled with an exam centre, students must provide the exam centre with 24 hours notice during business hours and during the normal workweek. If you fail to provide sufficient notice you will be charged an exam admin fee of \$125+GST. |
| <b>Exam No-Show</b>          | If a student does not appear for a scheduled exam, an exam administration fee will be charged.  |
| <b>Re-test</b>               | To re-write an exam the fee is \$125+GST.   |