ENROLLMENT AND REGISTRATION FORM (Canadian students please contact BOMI Canada)

Complete this form and fax to (410) 974-0544, or mail to BOMI International, One Park Place, Suite 475, Annapolis, MD 21401. Please include payment. For more information, call 1-800-235-BOMI (2664) or e-mail service@bomi.org.

BOMI INTERNATIONAL

☐ Mrs. ☐ Ms. ☐ Miss ☐ Mr. *Please enter your name as it appears on your identification for testing purposes*

First Name _____ **Middle Name** _____ **Last Name** _____

BOMI International ID# (if a current student) _____ Fill out electronically then click Print Form

Print Form

Mail coursebook(s) to ◯ Office ◯ Home Mail correspondence/grades to ◯ Office ◯ Home

Please fill out BOTH addresses - No PO Boxes, Please

OFFICE

Your Title _____

Company Name _____

Address _____

Line 2 _____

City _____ State _____ Zip Code _____

Home phone _____ Office phone _____

HOME

Address _____

Line 2 _____

City _____ State _____ Zip Code _____

Preferred E-mail _____

Fax Number _____

ENROLLMENT OPTIONS AND FEES

CURRENT STUDENTS

☐ I am already enrolled in BOMI International's (check all that apply) ☐ RPA® ☐ FMA® ☐ SMT®/SMA® ☐ PMFP ☐ FMC ☐ PAC ☐ SMC

☐ I am a BOMI International certificate/designation holder or current enrollee who wants to enroll in a 2nd or 3rd program (check all that apply). $75 (USD) ☐ RPA® ☐ FMA® ☐ SMT®/SMA® ☐ PMFP ☐ FMC ☐ PAC ☐ SMC

☐ I am a BOMI International certificate/designation holder who wants to take a BOMI International course for Continuing Professional Development (CPD) credit (maximum 1 course every 3 years). NO ADDITIONAL ENROLLMENT FEE.

NEW STUDENTS

☐ I am a new student who wants to enroll in the following certificate/designation program (check one). $175 (USD) ☐ RPA® ☐ FMA® ☐ SMT®/SMA® ☐ PMFP ☐ FMC ☐ PAC ☐ SMC

☐ I am a new student who wants to take an individual course only. $75 (USD)

NOTE: Your first course enrollment fee may be applied toward a certificate/designation enrollment fee. **TOTAL ENROLLMENT FEE(S)** _____

BOMI International available Course Delivery Methods - Instructor-led Online, Accelerated Review, Self-Study (Traditional and Interactive). Please click here for a list of prices.

BOMA Local available Course Delivery Methods - Classroom Study and Accelerated Review. Contact the BOMA Local nearest you for more information.

COURSE REGISTRATION

Select your choices from the drop-down menu in the box below

Please verify that the course you select is available as a delivery option you select

Course Title	Start Date -excluding self-study	Course Delivery Options	Fees

Total registration fee(s) _____

PAYMENT

☐ Check - payable to BOMI International ☐ Purchase Order - copy of PO must be attached

☐ VISA ☐ MasterCard ☐ American Express 4 digit code Amex _____

Card Number _____ Expiration Date _____

Billing Address _____

Name on Card _____

Computer-based testing fee(s) (Add $60 USD per course) _____

Total Enrollment Fees-total from above _____

Other fee - if applicable (e.g., late registration fee, exam admin fee) _____

TOTAL AMOUNT DUE _____

Signature_____

Reset Form

Shipping and testing fees outside the U.S. not included; please call for pricing.

PROCESSING
Only orders with payment can be processed. There will be a $40 (USD) processing fee for returned checks.

FEES
Fees are subject to change without notice.

ENROLLMENT FEES
There is a $75 (USD) enrollment fee for individual courses (those taken separately from a certificate or designation program). If you take an individual course, then decide to enroll in a certificate or designation program, the $75 (USD) fee from your first course (only) may be applied toward the $175 (USD) enrollment fee for your first certificate or designation program. There is a $75 (USD) enrollment fee for students enrolling in a second or third certificate or designation program. Fees are nonrefundable and must be paid with or before enrolling in a course, certificate, or designation program.

COURSE REQUIREMENTS
Because this is a dynamic industry, specific course requirements are based on date of enrollment. If you are not sure of your particular course requirements, please check with BOMI International.

REFUNDS
BOMI International guarantees its course materials for up to 30 days. If you are not satisfied with our course materials, return them along with a coursebook return form to BOMI International within 30 days of receipt for a full refund. To obtain a coursebook return form, please call BOMI International's Customer Representative Team at 800-235-2664. EXCEPTIONS: 1) If you want to return course materials for an Accelerated Review class, you must return the materials 30 days before the class start date to receive a full refund. ‡For further details about canceling an Accelerated Review class, see below section titled "BOMI International-Sponsored Accelerated Review Policies and Procedures." 2) Reference books are not refundable.

For more information on BOMI International policies, including eligibility periods, rescheduling, and cancellation options, please access www.bomi.org to review the BOMI International Computer-Based Testing (CBT) Student Handbook.

COMPUTER-BASED TESTING (CBT)
All BOMI International Designation examinations are administered through Computer-Based Testing (except *Ethics Is Good Business® ShortCourse*™). A testing fee will be collected upon registration. The fee allows for one testing session during the eligibility period, which can be scheduled at the student's convenience at a Pearson VUE Testing Center of choice.

TESTING FEE SCHEDULE

	Testing Fee:	Exam Administration Fee:
U.S.	$60 (USD)	$100 (USD)
Canada (incl. Bermuda)	$75+GST (CND)	$125+GST (CND)
International	$65 (USD)	$100 (USD)

EXAM ELIGIBILITY PERIOD
Students have a six-month eligibility period to schedule and take their exam. For self-study students, the eligibility period begins on the date of registration; for classroom students, the eligibility period begins as of the first day of class. If a student does not take the exam within this period, the student must pay an Exam Administration fee to begin a new six-month eligibility period.

EXAM ADMINISTRATION FEE (INCLUDES EXAM TRANSFER, EXAM NO-SHOW, AND RETEST)
Students who fail an exam, do not cancel a scheduled exam appointment, or require an additional six months to take the exam will incur an Exam Administration fee allowing for an additional six-month eligibility period. This fee includes testing and administrative fees.

EXAM COMPLETION
Successful completion of a course requires passing an exam with a minimum score of 70%. Students have one year from the original start date to successfully complete the exam. Students exceeding this one-year period will incur an exam administration fee for the course and will be required to purchase updated course materials if applicable.

STUDY METHOD TRANSFER
An exam administration fee will be charged to transfer between study methods. For information regarding additional charges or refunds, please contact a Customer Representative at 800-235-2664.

***ETHICS IS GOOD BUSINESS® SHORTCOURSE™ POLICIES AND PROCEDURES**
All *Ethics Is Good Business® ShortCourse*™ exams will be administrated online using BOMI International's Learning Management System. Self-Study students taking the *Ethics Is Good Business® ShortCourse*™ have six (6) months from the time they register to successfully complete the exam. Classroom students have six (6) months from the class start date to successfully complete the exam. For an additional six-month period, students will incur the full course fee and receive the course materials upon re-registration for the *Ethics Is Good Business® ShortCourse*™.
Students will receive an e-mail confirmation of registration in the online *Ethics Is Good Business® ShortCourse*™ exam, including information about how to access the online exam, within two business days of registering.
System recommendations for the *Ethics Is Good Business® ShortCourse*™ online exam: Although the exam has been tested on multiple sites and platforms, the recommended software and hardware are: Microsoft Windows operating system, Internet Explorer 7.0 and above, and a high-speed modem or network connection.

SELF-STUDY POLICIES AND PROCEDURES
Self-Study students must register directly with BOMI International. Course materials will be sent directly to the mailing address listed on the registration form. Within two business days of registering, students will receive an e-mail confirmation of registration that will include instructions to schedule their examination at a Pearson VUE testing center.

ONLINE DESIGNATION AND CERTIFICATE COURSE POLICIES (IN ADDITION TO THE ABOVE SELF-STUDY POLICIES AND PROCEDURES)
Online designation and certificate courses will be accessible for one year. Self-Study Online designation and certificate courses will be accessible for one year after the date of registration. Instructor-led Online designation and certificate courses will be accessible for one year after the class start date. Examinations will be administered through Computer-Based Testing (except for *Ethics Is Good Business® ShortCourse*™). Students will receive an e-mail confirmation of registration in an online designation or certificate course, including information about how to access the online course, within two business days of registering. System recommendations for online designation and certificate courses: Although the courses have been tested on multiple sites and platforms, the recommended software and hardware are: Microsoft Windows operating system, Internet Explorer 7.0 and above, and a high-speed modem or network connection.

‡ BOMI INTERNATIONAL-SPONSORED ACCELERATED REVIEW POLICIES AND PROCEDURES
Accelerated Review classes are four, full-day sessions. Advance preparation is required. A coursebook will be sent to you prior to the class to help you prepare. Travel, hotel accommodations, and meals are not included in your registration fee. Class size in each location is limited. All courses, locations, instructors, and prices are subject to change. BOMI International will notify registrants of any changes in BOMI International-sponsored classes approximately two weeks in advance of the class start date.
Registration Deadline: To ensure that you have sufficient time to prepare, you should be registered ten (10) business days prior to the class start date. A $100 (USD) late fee will be applied to registrations received thereafter. Additional shipping fees may apply.
A course information sheet will be faxed or e-mailed to you as confirmation of your registration. Learning materials will be mailed under separate cover.
Cancellations: To receive a full refund, course materials must be returned in the original shrink-wrap thirty (30) days before the class start date.
For cancellations received less than 30 days prior to the first day of class, money refunded will be for tuition only. The course, learning materials, and testing fees will not be refunded but can be applied to a Self-Study or a classroom offering. For cancellations less than two weeks prior to the first day of class, a $100 (USD) cancellation fee also applies.
Cancel/No-show/Retake: Students who cancel, are a no-show, or do not successfully complete an exam and want to register for the course will incur an Exam Administration fee and the applicable tuition fee.
Refund and cancellation policies also apply to the one-day session of *Ethics Is Good Business® ShortCourse*™.
If insufficient enrollment necessitates canceling a BOMI International-sponsored class, BOMI International will notify you approximately two weeks prior to the scheduled class and all fees will be refunded. Arrangements will be made for the return of the learning materials.
Call your BOMA Local for up-to-date information about BOMA-sponsored Accelerated Review classes and for information about specific policies.

GROUP EDUCATION POLICIES AND PROCEDURES
Group education classes are set up on an as-needed basis. Please contact BOMI International if you are interested in this format.

STATEMENT OF NONDISCRIMINATION
BOMI International is committed to providing an education opportunity for all persons and admits students of any race, color, gender or sexual preference, age, nondisqualifying handicap, religion, or national or ethnic origin.
By registering for BOMI International courses, students agree to abide by BOMI International's Nondisclosure Agreement and Code of Professional Ethics & Conduct.