

# ENROLLMENT AND REGISTRATION FORM (Canadian students please visit [www.bomicanada.com](http://www.bomicanada.com))



Check or Money Order payments should be sent to BOMI International PO Box 829847, Philadelphia, PA 19182-9847  
For Credit Card payments, please register online at [www.bomi.org](http://www.bomi.org) or call BOMI International at 1.800.235.2664

For testing purposes, please enter your name EXACTLY as it appears on your identification.

Mrs.  Ms.  Mr.

BOMI International ID# (If a current student)

First Name

Middle Name

Last Name

Preferred E-mail

Alternative E-mail

Ship Coursebook(s) to:  Office  Home

Mail Correspondence/Grades to:  Office  Home

## OFFICE

PLEASE FILL OUT BOTH ADDRESSES (NO PO BOXES)

## HOME

Company Name

Address

Address

Line 2

Line 2

City

State

Zip Code

City

State

Zip Code

Home Phone

Phone

Fax Number

## ENROLLMENT OPTIONS AND FEES

Select your choice from the drop-down menu in the box below:

Designation Programs:

RPA®  FMA®  SMT®/SMA®  BOMI-HP®

Certificate Programs:

FMC  BEC  PAC  PMFP  SMC

BOMI International available Course Delivery Options: Instructor-Led Online, Accelerated Review, and Self-Study.

ENTER TOTAL ENROLLMENT FEE(S)

BOMA Local available Course Delivery Options: Classroom and Accelerated Review. Contact your nearest [BOMA Local](#) for more information.

## COURSE REGISTRATION

A list of available courses and delivery options can be found [here](#).

Select your choice(s) from the drop-down menu in the box below. Click [here](#) for pricing.

Course Title	Course Start Date (Excluding Self-Study)	Course Delivery Options	Fees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please select a coursebook option

## PAYMENT

Check (make payable to BOMI International)

Purchase Order (must be attached)

To pay by Credit Card, please register online at [www.bomi.org](http://www.bomi.org) or call BOMI International at 1.800.235.2664 and an Education Coordinator will process your registration over the phone.

ENTER TOTAL REGISTRATION FEE

Total Enrollment Fees (from above)

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

**TOTAL AMOUNT DUE**

\*Shipping and testing fees outside the Continental U.S. are not included, call 1.800.235.2664 for pricing.

## PROCESSING

Orders will be processed within two business days. Shipping, including overnight, takes place once orders are processed. Only orders with a payment can be processed. There will be a \$40 processing fee for returned checks.

## FEES

Fees are subject to change without notice.

## ENROLLMENT FEES

To enroll in your first program, a \$225 (USD) enrollment fee will be applied. To enroll in your second or third program, a \$100 (USD) enrollment fee will be applied. There is a \$100 (USD) fee for individual courses (those taken separately from a 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 ViaTech within 30 days of receipt for a full refund. Call an Education Coordinator at 1.800.235.2664 to obtain a coursebook return form.

**EXCEPTIONS:** 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. In addition, enrollment fees and eBooks are nonrefundable.

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

## 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 on how to schedule their examination at a Pearson VUE testing center. Self-Study students have six (6) months from the date of registration to successfully complete the exam.

## 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. Students will be given three chances to pass the exam. The first passing score will be recorded. 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™*. Within two business days of registering, students will receive an e-mail confirmation about how to access the online exam.

## ONLINE DESIGNATION AND CERTIFICATE COURSE POLICIES (IN ADDITION TO THE ABOVE SELF-STUDY POLICIES AND PROCEDURES)

When you register for an Instructor-Led Online course, you will have access to the online content for six (6) months from the class start date. When you register for an Online Self-Paced course, you will have access to online content for six (6) months from the date of registration. Paying an Exam Administration Fee to extend your exam eligibility does not extend your access to online content. Within two business days of registering, 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.

\*System recommendations for online courses and exams: 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 connection.

## BOMI INTERNATIONAL-SPONSORED ACCELERATED REVIEW POLICIES AND PROCEDURES

Accelerated Review classes are four, full-day sessions. Advanced preparation is required. A coursebook will be sent to the student prior to the class to help with preparation. Travel, hotel accommodations, and meals are not included in the 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-sponsored classes approximately two weeks in advance of the class start date.

**Registration Deadline:** To ensure sufficient time to prepare, students 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 separately.

**Cancellations:** To receive a full refund, course materials must be returned in the original shrink-wrap 30 days before the class start date. For cancellations received less than 30 days prior to the first day of class, credit can be applied to a Self-Study or Classroom offering. For cancellations less than two weeks prior to the first day of class, a \$100 (USD) cancellation fee also applies.

**BOMI-Sponsored Course Cancellations:** If insufficient enrollment necessitates cancellation of a BOMI-sponsored class, either in the Accelerated Review or Instructor-Led Online format, BOMI International will notify students approximately two weeks prior to the scheduled class and all fees will be refunded. Arrangements will be made for the return of learning materials, except eBooks which are nonrefundable. *Call your BOMA Local for updated information about BOMA Local Accelerated Review classes.*

## 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.*

## COMPUTER-BASED TESTING (CBT)

With the exception of *Ethics Is Good Business® ShortCourse™*, exams are administered via Computer-Based Testing (CBT) through our testing provider, Pearson VUE. The registration fee provides for one testing session during the six-month eligibility period, which can be scheduled at the student's convenience at a Pearson VUE center of their choice. [Click here](#) to locate your nearest Pearson VUE testing center.

## 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 on the first day of class.

## EXAM ADMINISTRATION FEE (INCLUDES RETAKES, NO-SHOWS, & EXTENSIONS)

Students who fail an exam, do not cancel a scheduled exam appointment at least 24 business hours prior, or wish to extend their eligibility period by an additional six months, will incur an Exam Administration Fee. This fee includes testing and administrative fees and gives students a new six-month eligibility period to complete the exam. This new six-month window begins when the payment is processed.

Exam Administration Fee:	
U.S.	\$150 (USD)
International	\$160 (USD)

## STUDY METHOD TRANSFER

If you wish to switch from one study method to another, you will incur a \$150 (USD) Exam Administration Fee in addition to the price difference between the two study methods. Please contact an Education Coordinator at 1.800.235.2664 for more information and/or assistance.

## COURSE COMPLETION

Successful completion of a course requires passing an exam with a minimum score of 70 percent. Upon registration, students are provided a six-month eligibility period in which to take the exam. Students requiring an additional eligibility period will incur an Exam Administration Fee for the course and will be required to purchase updated course materials if applicable.