

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



Check or Money Order payments should be sent to BOMI 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 at 1.800.235.2664

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

Mrs.  Ms.  Mr.

BOMI 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	<input type="text"/>	Address	<input type="text"/>		
Address	<input type="text"/>	Line 2	<input type="text"/>		
Line 2	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
City	<input type="text"/>	Zip Code	<input type="text"/>	Home Phone	<input type="text"/>
Phone	<input type="text"/>	Fax Number	<input type="text"/>		

## 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 available Course Delivery Options:

Online Self-Paced, Collaborative Virtual Learning

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

ENTER TOTAL ENROLLMENT FEE(S)

## 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)

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, print book 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.

## REFUNDS

BOMI 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 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.*

## ONLINE SELF-PACED POLICIES AND PROCEDURES

Online self-paced learners must register directly with BOMI International. Students will receive an email confirmation within two business days of registration, which will include access to the online learning portal and digital book. Course exams will be taken through BOMI's online learning portal. Learners have six (6) months from the date of registration to successfully complete the exam.

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

When you register for an 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-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 Collaborative Virtual Learning 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 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 courses, students agree to abide by BOMI's Nondisclosure Agreement and Code of Professional Ethics & Conduct.*

## COURSE EXAMS

The course registration fee provides for one testing session during the six-month eligibility period. BOMI International course exams include 100 multiple-choice questions, administered online through BOMI's learning portal. The Ethics Is Good Business® ShortCourse™ exam includes 30 multiple-choice questions. Instructions for this specific exam will be provided at the time of course registration. Students must score 70% or higher in order to successfully pass an exam.

## EXAM ELIGIBILITY PERIOD

Students have a six-month eligibility period to schedule and take their exam. For Online Self-Paced students, the eligibility period begins on the date of registration; for classroom experiences (online or in-person), 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:

Course Exams \$150 (USD)

Capstone Exams \$100 (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.