

ENROLLMENT AND REGISTRATION FORM (Canadian students please visit www.bomicanada.com)

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.



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

Alternate 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

Phone

Fax Number

Home Phone

ENROLLMENT OPTIONS AND FEES

Designation Programs:

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

RPA® FMA® SMT®/SMA® RPA|HP® FMA|HP®

Certificate Programs:

FMC HP PAC PMFP SMC

*NOTE: Your first Course Enrollment Fee may be applied toward a Certificate/Designation Enrollment Fee.

ENTER TOTAL ENROLLMENT FEE

BOMI International available Course Delivery Options - Instructor-Led Online, Accelerated Review, Self-Study. Please click [here](#) for pricing. BOMA Local available Course Delivery Options - Classroom 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 in the delivery option you select.

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"/>

For the High-Performance courses, please select which book option you prefer:

ENTER TOTAL REGISTRATION FEES

PAYMENT

(Check payable to BOMI International) Purchase Order (Must be Attached)

VISA MasterCard American Express

3 or 4 digit security code

Card Number

Exp Date

Billing Address

Name on Card

Total Enrollment Fees From Above

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

TOTAL AMOUNT DUE

Signature _____

Shipping and testing fees outside the Continental US not included; call for pricing.

PROCESSING

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

FEES

Fees are subject to change without notice.

ENROLLMENT FEES

There is a \$100 (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 \$100 (USD) fee from your first course (only) may be applied toward the \$225 (USD) enrollment fee for your first certificate or designation program. There is a \$100 (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 ViaTech 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: 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."

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

*ETHICS IS GOOD BUSINESS® SHORTCOURSE™ POLICIES AND PROCEDURES

All *Ethics Is Good Business® ShortCourse™* exams will be administered 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 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 International-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 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 students 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 a BOMA Local for up-to-date information about BOMA Local-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.

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 students convenience at a Pearson VUE testing center of their choice.

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 Administration Fee:

U.S.	\$100 (USD)
Canada (incl. Bermuda)	\$125 (CND)
International	\$100 (USD)

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 1. 800.235.2664.

COURSE COMPLETION

Successful completion of a course requires passing an exam with a minimum score of 70%. 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.