



**BOMA OTTAWA 2012 ACCELERATED EDUCATION
REGISTRATION FORM/INVOICE
REAL PROPERTY ADMINISTRATOR (RPA)**

STUDENT NAME:					
Company Name:					
Company Address (Do not enter a P.O. Box)			Home Address (Do not enter a P.O. Box)		
City	Prov.	P.C.	City	Prov.	P.C.
Tel: ()		Fax:	Tel: ()		
Email:			Email:		
(If applicable) Training Officer:			Training Officer: Tel: ()		

COURSE LIST:

**Manual +
Testing Fee**

Mandatory Courses:	\$
Design, Operation & Maintenance of Building Systems, Part 1	675.00
Design, Operation & Maintenance of Building Systems, Part 11	675.00
Real Estate Investment and Finance	675.00
Environmental Health & Safety Issues	675.00
Law & Risk Management	675.00
Budgeting and Accounting	675.00
Ethics is Good Business (Short course)	250.00
Elective Courses:	
Asset Management	675.00
Fundamentals of Real Property Administration	675.00
Leasing & Marketing for Property Managers	675.00
Managing the Organization (<i>self-study only</i>)	
Enrollment Fees:	
New Student - 1 st Designation	210.00
2 nd or 3 rd Designation (per designation)	80.00
Single course (non-enrollee)	80.00
Tuition (Paid by all students – per course)	
Accelerated tuition	475.00
Ethics is Good Business tuition	250.00
TOTAL OWING	

NOTE: All prices are subject to change without notice.

Check one of the following: CHEQUE VISA MASTERCARD

_____ **Expiry:** ____/____

Cardholder Name: _____ **Signature:** _____
(Please Print)

Registration form must be received to reserve a space. Fax to 613-563-3908 or email to coordinator@bomaottawa.org. Students are advised to pick up manual at least 4-6 weeks prior to start date. Please call the BOMA office prior to picking up at 613-232-1875.

Accounting Policy: Course material will be released upon receipt of payment. If paying by cheque, mail to BOMA Ottawa, 1005 – 141 Laurier Ave.W., Ottawa, ON K1P 5J3.

Refund Policy: In the event a student wishes to withdraw from a BOMI accelerated course and be refunded for both material & tuition he/she must notify the BOMA Ottawa office no less than 14 days prior to commencement of course and an “administration processing fee” of \$35.00 + HST will be charged. The course material must be returned to the BOMA office, unopened and in its original shrink wrapped status. If shrink wrap has been removed from study material/binder, no refund shall be allowed for course material; however, the student’s accelerated course tuition fee shall be reimbursed and the student then switched to a self-study status. A “switching fee” (from accelerated to self-study status) of \$40.00 charged by BOMI Canada as well as an “administration processing fee” of \$35.00 + HST charged by BOMA Ottawa shall be applied in such cases and be charged to the student.

HST Reg. #R106817562

If interested in registering for self-study, please call BOMI Canada at 1-888-821-9319



Appreciation is extended to Brookfield Properties for their continuing support and sponsorship of the
BOMI Institute Education Program facilitated by BOMA Ottawa.