



**BOMA OTTAWA 2010 ACCELERATED EDUCATION  
REGISTRATION FORM/INVOICE  
REAL PROPERTY ADMINISTRATOR (RPA)  
(Registration for Feb - June, 2010)**

GST Reg. #R106817562

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

<b>COURSE LIST:</b>	<b>Manual + Testing Fee</b>	<b>5% GST</b>	<b>Cost</b>	<b>Amount Extended</b>
<b>Mandatory Courses:</b>	\$	\$	\$	
Design, Operation & Maintenance of Building Systems, Part 1	675.00	33.75	708.75	
Design, Operation & Maintenance of Building Systems, Part 11	675.00	33.75	708.75	
Real Estate Investment and Finance	675.00	33.75	708.75	
Environmental Health & Safety Issues	675.00	33.75	708.75	
Law & Risk Management	675.00	33.75	708.75	
Budgeting and Accounting	675.00	33.75	708.75	
Ethics is Good Business (Short course)	250.00	12.50	262.50	
<b>Elective Courses:</b>				
Asset Management	675.00	33.75	708.75	
Fundamentals of Real Property Administration	675.00	33.75	708.75	
Leasing & Marketing for Property Managers	675.00	33.75	708.75	
Managing the Organization ( <i>self-study only</i> )				
<b>Enrollment Fees:</b>				
New Student - 1 <sup>st</sup> Designation	210.00	10.50	220.50	
2 <sup>nd</sup> or 3 <sup>rd</sup> Designation (per designation)	80.00	4.00	84.00	
Single course (non-enrolee)	80.00	4.00	84.00	
<b>Tuition (Paid by all students – per course)</b>				
Accelerated tuition	425.00	21.25	446.25	
Ethics is Good Business tuition	185.00	9.25	194.25	
<b>TOTAL OWING</b>				\$

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](mailto: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 (with the exception of an “admin fee” of \$25.00), he/she must notify the BOMA Ottawa office no less than 14 days prior to commencement of course. 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 + GST charged by BOMI Canada as well as an “administration processing fee” of \$25.00 + GST charged by BOMA Ottawa shall be applied in such cases and be charged to the student.”

If interested in registering for self-study, please call BOMI Canada – 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.