

BOMA/GLA Accelerated Review Procedures and Policies

Accelerated Review classes are 8-hour, three-day sessions. Advance preparation is required. A course textbook will be sent to you prior to the class to help you prepare. Travel, hotel accommodations, and meals are not included in your registration fee. Class size is limited. All courses, locations, instructors, and prices are subject to change. A course information letter will be sent with the course materials once payment and textbook availability is confirmed. Textbooks become available approximately 8 weeks prior to the class start date.

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 contact the BOMI Institute at (800) 235-2664.

BOMI DESIGNATION AND COURSE ENROLLMENT FEES

There is a \$75 enrollment fee for individual courses (those taken separately from a designation program). If you take an individual course, then later decide to enroll in a designation program, the \$75 fee from your first course (only) may be applied toward the \$175 enrollment fee for your first designation program.

There is a \$75 fee for students enrolling in a second or third designation program. Fees are non-refundable and must be paid with or before enrolling in a course or a designation program.

CLASSES & FEES

To ensure that you have sufficient time to prepare, you must be registered **10 business days** prior to the class start date. Registration must be accompanied by full payment. A \$100 late fee will be applied to registrations received thereafter. Additional shipping fees may apply. Any registrations not paid or received after deadline without payment will not be accepted.

CANCELLATIONS

Cancellations must be received by BOMA/GLA 10 days prior to the class start date. After that, **NO REFUNDS** can be made.

If insufficient enrollment necessitates cancelling a class, BOMA/GLA will notify you no later than one week prior to class start date, and all fees will be refunded. Arrangements will be made for the return of the learning materials.