



# IBBA Student Policy Manual

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International Business Brokers Association  
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## Introduction

The International Business Brokers Association (IBBA) is the world's largest organization supporting the education and professional development of the business broker. With everything that the IBBA does and provides, education remains at the heart of our mission and purpose.

The IBBA refers to its educational offerings collectively as IBBA University ("IBBAU"). This encompasses IBBA courses delivered at IBBA conferences, regional IBBA learning events, online, and at events hosted by affiliate organizations. All students' educational activities are recorded on the IBBAU website, [www.ibbauniversity.org](http://www.ibbauniversity.org). If you do not have an IBBAU account, you can create one at [www.ibbauniversity.org](http://www.ibbauniversity.org) when you register for IBBA education.

This Student Policy Manual outlines the basic terms and conditions associated with IBBA courses delivered via the aforementioned methods. Upon registering for a specific course, you will be presented with its full Licensing Agreement.

*IBBAUniversity.org*  
*Your gateway to the industry's best*  
*business broker education.*

## On-site Course Policies

The following policies apply to any 'live' delivery of an IBBA course.

### Cancelations and Refunds

Cancellations must be received in writing to [education@ibba.org](mailto:education@ibba.org). Cancellations via phone will not be accepted. Cancellations received at least 10 business days prior to the course start date will be entitled to a full refund, less a \$50 USD transaction fee. Cancellations received after this time or "no-shows" will not be refunded.

### Transferability

Unless otherwise approved in writing, courses are non-transferable to other people or events.

### Course Retake

Students who take a course and receive a failing grade will be able to retake the course, if made available, within 1 year, without paying the full course fee. There is no guarantee the course will be provided again within any given 365-day period.

Students will be required to pay a nominal fee to cover the costs associated with retaking the course, as determined in the sole discretion of the course sponsor (i.e. the IBBA or an affiliated organization), but not to exceed 50% of the current course price. These costs include but are not limited to materials, food, and a portion of the events' fixed cost. Students must use the then-current materials provided for the course.

To be considered for the course retake student must have been present for rollcall on each day the course was offered.

## Online Course Policies

The following policies apply to any IBBA education taken on demand at [www.ibbauniversity.org](http://www.ibbauniversity.org).

### Course Expiration

Students will not be able to view and/or take a course beyond one year. Courses expire one year from the date of purchase.

### Cancellation and Refund

There are no cancellations or refunds for online courses.

### Transferability

Unless otherwise approved in writing, courses are non-transferable to other people or events.

## Virtual Course Policies

The following policies apply to any IBBA education taken live, virtually.

## Cancelations and Refunds

Cancellations must be received in writing to [education@ibba.org](mailto:education@ibba.org). Cancellations via phone will not be accepted. Cancellations received at least 10 business days prior to the course start date will be entitled to a full refund, less a \$50 USD transaction fee. Cancellations received after this time or “no-shows” will not be refunded.

The IBBA reserves the right to cancel virtual courses in the event a minimum number of attendees is not achieved. In that circumstance, students will receive a full refund.

## Credit Acknowledgement

Given the nature of virtual courses, there are several factors that will determine whether a student will earn a passing grade. The instructor of the course will determine a passing grade based on the following:

- participation in discussion,
- overall attentiveness throughout the course,
- outcome of graded exam.

For all virtual courses students must use a webcam and be present the entire course.

## Course Retake

Students who take a virtual course and ultimately receive a failing grade will be able to retake the course, if made available, within 1 year, without paying the full course fee. There is no guarantee the virtual course will be provided again within any given 365-day period.

Students will be required to pay a nominal fee to cover the costs associated with retaking the course, as determined in the sole discretion of the course sponsor (i.e. the IBBA or an affiliated organization), but not to exceed 50% of the current course price. These costs include but are not limited to materials and a portion of the events’ fixed cost. Students must use the then-current materials provided for the course.

To be considered for the course retake student must have been present for rollcall on each day the course was offered.

## AI Notetakers

Notetaker applications, and any/all other forms of recording by students, are expressly prohibited during IBBA virtual courses. Such applications will be removed if present.

## Credit Acknowledgement

All IBBA course credits are recorded at IBBA University. By reading below, students will know how much time to allow for their credits to be shown in their account.

## IBBA Conferences

Students can expect to see credits recorded in their IBBA University account within 30 days from the date of the course.

## IBBA Summits and Events

Students can expect to see credits recorded in their IBBA University account within 10 days from the date of the course.

## Affiliate Hosted Events

Students can expect to see credits recorded in their IBBA University account within 30 days from the date of the course.

## Failing Grade

Passing and failing grades are determined in the sole discretion of the Instructor. If a student fails the course, the student must retake the course before earning credit. There are no refunds given to students who fail a course; however, the student may retake the course. See the Onsite and Virtual Course Retake Policies for details.

## Code of Conduct

It is important that students are respectful towards instructors and fellow classmates, and that their behaviors not interfere with nor disrupt course activities. Therefore, students are expected to adhere to the following rules when attending IBBA and Affiliate hosted courses:

1. Plan to arrive to the course on time and stay for the entire course, or when dismissed. The instructor may take attendance after each break. Students not present for the entire course without written instructor approval may not be eligible to receive credit.
2. All cell phones, smartphones, and other electronic devices (e.g., pagers, iPods) must be turned off (or on vibrate) and hidden from view during class time.
3. Laptop and tablet computers are allowed for (quiet) note taking.
4. Talking and other disruptive behaviors are not permitted while courses are in session.
5. Breaks should be taken at designated break times.