

Program of Studies — Course Notes Sales/Royalties

POLICY

Course notes are obtained when a Registered Student is registered in a course. From time to time, Members, Registered Students and others request to purchase course notes without registering in the course.

The sale of course notes is permitted, with payment of the applicable fee in accordance with the fee schedule established from time to time by the Board of Directors, under the following circumstances:

- 1. Professional Development**
Members are allowed to purchase course notes for Professional Development.
- 2. Replacement course notes (MQE Candidates)**
Replacement of course notes for MQE Candidates.
- 3. The Use of Course Notes under Legal Agreements**
The Institute may enter into an Agreement with any Organizations delivering educational programs for the use of the CICBV Course Notes. Each Agreement will be negotiated under its specific circumstances.

Board of Directors
October 5, 2011