

Instruction Sheet

1. A copy of the NIC must be attached with the application.
2. Name will appear on the certificate exactly as the item No. 2 in the application. Any significant difference in the name under the item No. 02 and the NIC, must be supported with related documents.
3. Membership number of the Institute of Bankers of Sri Lanka (IBSL) must be mentioned in the application for any discounts offered under the IBSL Member category for certificate programmes and the current year subscription must not be due.

4. Bank Account Details for the payments

Bank	Account No.
Bank of Ceylon	74728257
Peoples Bank	309 1004 5 2536729
Commercial Bank	1108650201

Bank	Account No.
Hatton National Bank	115010128234
Sampath Bank	002960000652
National Savings Bank	10912 01 01192

5. All dues of program fee must be settled in full to receive the Admission Card for the Examination.
6. NO REFUNDS under any circumstances other than a reason due to COBAF.
7. Fee transfers : Permitted only as follows and for the Diploma & Certificate programs only.
 - a) At the written request made prior to the commencement date of the program:
100% - for the immediate same program (if the program will be repeated only) or any other COBAF program within the year
 - b) At the written request made within one month of the commencement date of the program:
The balance payment after deduct 50% of the full course fee from the student payment - any other COBAF program within the year
 - c) At the written request made prior to the date of examination:
The balance payment after deduct the 50% of the full course fee from the student payment - for the immediate same program (if the program will be repeated only)
 - d) No fee transfers are allowed for any request made after the date of examination.
8. Course Fee:
 - a) Full payment : 100% course fee (at the time of registration)
 - b) Installment payments: 10% additional Fee
1st installment: 60% (at the time of registration)
2nd installment: 50% (before the date of examination)
9. The decision of Examiners will be final and re-scrutiny of Examination answer papers will not be permitted.
10. Issuing the Certificate will be subject to successfully completion of the course and other requirements stipulated by the IBSL/COBAF and at the sole discretion of the Institute of Bankers of Sri Lanka/College of Banking & Finance.