

## Start the New Year Off Right!

Choose any Self-Study AIB™ Course for \$295, regularly priced at \$355

### WHAT IS PBA SELF-STUDY?

Self-Study is a convenient way to complete AIB™ courses at your own pace and schedule. Students are sent a textbook and a welcome packet. Mid-term and final exams are taken at your bank and proctored by your immediate supervisor or another approved individual.

### SELF-STUDY COURSE OFFERINGS

#### Commercial Lending

A comprehensive course on all aspects of commercial lending.

#### Consumer Lending

Covers all aspects of consumer lending.

#### Deposit Accounts and Services

Emphasis on ownership rules and procedural aspects of all types of deposit accounts.

#### Economics for Bankers

Macro-economic theory and banking applications.

#### Introduction to Mortgage Lending

Overview of all aspects and types of mortgage lending.

#### Law and Banking: Applications

Introduction to laws governing banking transactions.

#### Law and Banking: Principles

Emphasizes Uniform Commercial Code, legal and regulatory issues.

#### Marketing Financial Services

Understanding marketing principles and plans.

#### Money and Banking

Explains how money works in U.S. or global economies.

#### Principles of Banking

The practical approach to banking fundamentals, Principles of Banking is a must for new employees.

#### Today's Teller: Developing Basic Skills

Provides basic tools to effectively handle the responsibilities of today's teller.

#### Trust Basics

Provides an overview of the trust industry.

### LEARN MORE

If you have questions about the Self-Study program or course offerings, please contact Jackie Catalano at (717) 255-6939 or [jcatalano@pabanker.com](mailto:jcatalano@pabanker.com).

To register, or for administrative questions, contact Donna Price at (717) 255-6926 or [dprice@pabanker.com](mailto:dprice@pabanker.com).

Visit our Web site at [www.pabanker.com](http://www.pabanker.com)

**Your opportunity to study banking topics on your schedule is here!  
But don't delay - this special is only valid January 11 - March 15, 2010.**

# Commonly Asked Questions

## PBA SELF-STUDY PROGRAM

1. **Q. What is the PBA Self-Study Program?**  
A. It is a convenient way for you to complete AIB™ courses any time of the year, on your schedule, without attending formal classes.
2. **Q. Which courses can be taken through the PBA Self-Study Program?**  
A. Currently, there are 12 AIB™ courses available. Descriptions for each course can be found on our Web site: [www.pabanker.com](http://www.pabanker.com).
3. **Q. How long will it take to receive my course materials?**  
A. You will receive your course materials five to ten business days after the PBA receives your completed registration form and your payment.
4. **Q. How long does it take to complete a Self-Study course?**  
A. You will have six months to complete each course. A one-time, three-month extension may be requested.
5. **Q. How do I request a proctor for my mid-term and final examinations?**  
A. In your welcome packet, you will receive a proctor acknowledgement form. Fill out the form and fax it to the PBA office. Once the form is received, the PBA will send the exams to your proctor, who will keep them in their possession until the tests are administered.
6. **Q. How will I be notified of my final grade when I have completed my course?**  
A. You will receive a completion letter with your final grade five to ten business days after your final examination has been received.
7. **Q. Do Self-Study courses qualify for credit toward AIB™ certificates and diplomas?**  
A. Yes, you may use these courses to meet the requirements for certificates or diplomas.
8. **Q. How can I find out about other requirements for AIB™ certificates and diplomas?**  
A. You can visit our Web site at [www.pabanker.com](http://www.pabanker.com) or ask the PBA office for an AIB™ worksheet showing required and elective courses for each certificate or diploma.



## The ABCs of Self-Study

**A**mple topics and time for completion  
**B**eneficial for employer and employee  
**C**ost-effective



# Self-Study Course Registration Form

Pennsylvania Bankers Association  
Attn: Jackie Catalano  
3897 North Front Street  
Harrisburg, PA 17110  
Tel: (717) 255-6939  
Fax: (717) 230-8786

Winter Self-Study Special - \$295 per class  
Offer Valid January 11 - March 15, 2010

Name \_\_\_\_\_ Last Four Digits of SSN

Job Title \_\_\_\_\_

Company Name \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Tel. \_\_\_\_\_ Business Fax \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Home Tel. \_\_\_\_\_

First time student?  Yes  No If no, list last semester attended. \_\_\_\_\_

Course Name \_\_\_\_\_ Send Materials to:  Business  Home

### PAYMENT POLICY

Payment of \$295 must accompany the registration form. Registration forms submitted without proper payment will not be processed. *Make checks payable to PBA.*

### TUITION POLICY

Prospective students should consult their bank's representative or human resource/personnel/training department for specific policies regarding tuition & textbook payments. Tuition for each course is stated on the PBA Web site

### WITHDRAWAL POLICY

Withdrawals must be submitted on the PBA Withdrawal Form. A \$30 withdrawal fee will be assessed for any withdrawal prior to the start of class or within the first 5 (five) business days of the class. Student is responsible for 50 percent of tuition, cost of text, tax and withdrawal fee. No refunds will be given for withdrawals or textbooks received 5 (five) days after the start date.

**Student's Signature** \_\_\_\_\_

(Your signature above permits release of your grade and attendance record to your bank and PBA. It also indicates that the student has read and understands the payment and withdrawal policies.)

**Bank Supervisor's Approval** \_\_\_\_\_

(The submission of this application has been approved by the bank, and signed by an executive authorized by the bank.)

### Credit Card Payment

Number \_\_\_\_\_ Exp Date \_\_\_\_\_ Signature \_\_\_\_\_

FOR PBA USE ONLY:					
Date _____	Check # _____	\$ _____	Tuition _____	Text _____	Tax _____



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**Develop your banking career**  
**at your convenience.**  
**Choose any of our 12 Self-Study courses for \$295**  
**Regularly priced at \$355**  
**Knowledgeable Employees = Satisfied Customers**