



# Ontario College of Reflexology

## Registration Form for N101 Distance Course

C11-0706

Select	Country	Course and Shipping Method	Course Cost*	Total Cost
<input type="checkbox"/>	Canada	N101 course c/w textbook - shipped by ExpressPost mail	\$800.00 Cdn.	
<input type="checkbox"/>	Canada	N101 course c/w textbook - shipped by Expedited mail	\$790.00 Cdn.	
<input type="checkbox"/>	USA	N101 course c/w textbook - shipped by AirMail or ExpressPost mail	\$805.00 Cdn.	
<input type="checkbox"/>	USA	N101 course c/w textbook - shipped by Surface or Expedited mail	\$795.00 Cdn.	
<input type="checkbox"/>	International	N101 course c/w textbook - shipped by AirMail	\$830.00 Cdn.	

**Note:** Prices subject to change without notice.

\* Price includes course fee, textbook, S&H if applicable, written & practical exam fees and assessment fee

**Note:** By registering for this course, you have read and accepted the terms of the Refund and Examination Policies on the reverse side.

**Personal Cheques will not be accepted - Certified cheque, money order or credit card payments only.**

Name:	
Address:	
City/Town:	Prov/State:
P/Zip Code:	Country:
Res. Tel#: (        )	Bus. Tel#: (        )
Fax Tel#: (        )	Email:
Please send to:  <b>Ontario College of Reflexology</b> P.O. Box 220 New Liskeard, ON P0J 1P0 Canada  Tel: (705) 647-5354 1-888-OCR-FEET (1-888-627-3338) Fax: (705) 648-6247 Email: ocr@ocr.edu  <b>*Note:</b> Credit card payment will be processed in \$ Cdn. only.	<b>Payment Options</b> <input type="checkbox"/> Money Order <input type="checkbox"/> VISA * <input type="checkbox"/> MasterCard * <input type="checkbox"/> Amex *
	Amount: \$ _____ <input type="checkbox"/> Cdn. <input type="checkbox"/> US
	Acct. #:
	Exp. Date:
	Name on Card:
	Signature:



# Ontario College of Reflexology

P.O. Box 220  
New Liskeard, ON P0J 1P0  
(705) 647-5354 1-888-OCR-FEET FAX: (705) 648-6247  
Email: ocr@ocr.edu Website: www.ocr.edu

## Refund Policy

Any request for a refund is subject to the following conditions:

- **No refunds** will be issued for cancellations by the student **less than 48 hours** (2 days) before the start of the scheduled course.
- **No refunds** will be issued after the first class has started.
- For distance education courses, **no refunds** will be issued once the student's course package has been shipped out.
- All requests must be submitted in writing and sent by registered mail to the above address showing reason for withdrawal.
- Refunds **will only be considered** for medical reasons (accompanied by a letter from the student's medical practitioner) or other hardship or exceptional circumstances.
- Any fees paid other than the tuition or course fees (such as textbooks or shipping costs) are **non-refundable**.
- An administrative fee of **15%** of the total tuition or course fee will be deducted from any refunds (if issued) for *In-Class Courses*.
- An administrative fee of **25%** of the total tuition or course fee will be deducted from any refunds (if issued) for *Distance Courses*.
- If the course or other fees have not been paid and a student withdraws, he or she is still liable for that portion of tuition fees applicable at the time of withdrawal.
- Missed classes will **not** be considered for refunds. It is the student's responsibility to make arrangements with their teacher to make up missed classes in another class session.

## Examination Policy:

- Students who miss or fail to keep an appointment (without 48 hours notice) for a written or practical examination or mid-term practical assessment will be required to pay an examination fee of \$60.00 Cdn. per examination or assessment missed to the college. Examination fees are subject to change without notice.
- The college reserves the right to determine if the reason given by the student for failing to keep an appointment is valid or not.
- Failure to pay the examination fee when required will result in withholding the student's examination marks and certificate if successfully completed.
- It is the student's responsibility to book an appointment with the teacher or examiner for the written and practical examinations and mid-term practical assessments.