



Ontario College of Reflexology



C41-0706

Registration Form for Entrepreneurial Footsteps Distance Course

Select	Country	Course	Course Cost*	Total Cost
<input type="checkbox"/>	Canada	EFC course c/w textbook	\$265.00 Cdn.	
<input type="checkbox"/>	USA	EFC course c/w textbook	\$275.00 Cdn.	
<input type="checkbox"/>	International	EFC course c/w textbook	\$300.00 Cdn.	

Note: Prices subject to change without notice.

* Price includes course fee, textbook, assignments and S&H if applicable.

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: Ontario College of Reflexology P.O. Box 220 New Liskeard, ON POJ 1P0 Canada Tel: (705) 647-5354 1-888-OCR-FEET (1-888-627-3338) Fax: (705) 648-6247 Email: ocr@ocr.edu *Note: Credit card payment will be processed in \$ Cdn. only.	Payment Options	<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.