



T25-0910

Ontario College of Reflexology

Application for Teacher Training Course

Level I Foot Reflexology Teacher Training Course

Cost: \$1,150.00 Cdn. - Course must be paid in full prior to course. **Prerequisite:** Must be certified by OCR with 100 credits earned at Level I and have teaching and/or public speaking background.

Deadline: June 30, 2011

Submit with this application a summary sheet outlining reflexology courses taken (when and who), past education, past teaching experience and other related qualifications. **Also** include a non-refundable **registration fee of \$150.00 Cdn.** which will be applied towards the cost of the course.

Enclose with this application:

- letter of intent
- curriculum vitae or resume showing relevant experience
- non-refundable registration fee of \$150.00 Cdn.

Payment: * To be paid at Canadian dollar rate.

<input type="checkbox"/>	Certified Cheque / Money Order	Amount Paid: \$ _____ Cdn. Funds
<input type="checkbox"/>	Cash	
<input type="checkbox"/>	VISA* Acct.#: _____	Exp. Date: _____
<input type="checkbox"/>	MasterCard*	
<input type="checkbox"/>	Amex* Signature _____	Name on Card: _____

Name:		<p>The undersigned hereby acknowledges and accepts full responsibility for payment of the course and any additional costs including collection agency costs should my payment not be accepted by my financial institution for any reason. I have read and accept the terms of the attached <i>Refund Policy</i>. Attendance of this course constitute acceptance of the <i>Refund Policy</i>.</p> <p>Date: _____</p> <p>Signature: _____</p>
Address:		
City:		
Prov/State:		
P.C./Zip:		
Country:		
Res. Tel.#:		
Bus. Tel.#:		
Fax #:		
Email:		



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 teacher **less than 48 hours** (2 days) before the course payment deadline date as established.
- **No refunds** will be issued after the first module has started.
- **No refunds** will be issued once the student teacher's course package has been shipped out (Module 1).
- Course or course fee or any portion thereof is **not transferable**.
- Any fees paid other than the tuition or course fees (such as textbooks or shipping costs) and registration fee are **non-refundable**.
- 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 teacher's medical practitioner) or other hardship or exceptional circumstances.
- An administrative fee of **25%** of the total tuition or course fee will be deducted from any refunds (if issued) for the *Teacher Training course*.
- If the course or other fees have not been paid and the student teacher 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 teacher's responsibility to make arrangements with the Teacher Trainer to make up missed classes in another class session.
- Attendance of this course constitute acceptance of the *Refund Policy* by the student teacher.