# Registration Form for Entrepreneurial Footsteps Distance Course

**Select Country**

<table>
<thead>
<tr>
<th>Select</th>
<th>Country</th>
<th>Course</th>
<th>Course Cost*</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Canada</td>
<td>EFC course c/w textbook</td>
<td>$265.00 Cdn.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>USA</td>
<td>EFC course c/w textbook</td>
<td>$275.00 Cdn.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>International</td>
<td>EFC course c/w textbook</td>
<td>$300.00 Cdn.</td>
<td></td>
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</tbody>
</table>

**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
P0J 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**

- [ ] Money Order
- [ ] VISA *
- [ ] MasterCard *

**Amount:** $

**Acct. #:**

**Exp. Date:**

**Name on Card:**

**Signature:**

**Note:** 3.5% Credit card surcharge fee will be added to course fee for credit card payments.
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.
• Course or course fee or any portion thereof is not transferable.
• 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.