Advanced Clinical Assessment of the Reflexology Client Distance Course

Course Fee:
$400.00. Payment is required in full upon registration for the course. The course fee includes your text and all case study assignment fees, instructor assistance and shipping and handling.

Course Prerequisites:
You must have successfully completed a certificate course in foot reflexology with a school recognized by the Reflexology Registration Council of Ontario or Ontario College of Reflexology.

Note: Prices subject to change without notice.

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:
Certified by: Certificate No.:

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) 995-3415
Email: ocr@ocr.edu

*Note: Credit card payment will be processed in $ Cdn. only.

Payment Options
☐ Money Order ☐ VISA *
☐ MasterCard *

Amount: $400.00
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.