

2020 ONTARIO RE-LICENSING EDUCATION

COURSE CANCELLATION AND TRANSFER POLICIES



CANCELLATION & TRANSFER POLICIES <i>(Requests must be sent by email to Education@MortgageProsCan.ca)</i>	
Cancel online course:	100% refund within 5 business days of purchase. <u>Less than 5 business days</u> , no refund.
Cancel in-class course:	100% refund if cancelled <u>more than 5 business days</u> before the course start date. <u>Less than 5 business days</u> , \$25 administrative fee applies.
Transfer: Online to In-Class	Subject to availability, \$0 transfer fee. Students must register into in-class session first, then online registration fees will be refunded.
Transfer: In-Class to Online	No transfer fee if <u>more than 5 business days</u> before the course date. <u>Less than 5 business days</u> , \$25 administrative fee applies. Students must register into the online course, then a full or partial refund of in-class registration fees will be applied.
Transfer: In-Class to Other In-Class	Subject to availability, \$0 transfer fee if <u>more than 5 business days</u> before course date. \$25 administrative fee for transfers if <u>less than 5 business days</u> before course date.