

# 2022 ONTARIO RE-LICENSING EDUCATION

## COURSE POLICIES



### CANCELLATION & TRANSFER POLICIES *(Requests must be sent by email to [Education@MortgageProsCan.ca](mailto:Education@MortgageProsCan.ca))*

<b>General Information</b>	<ul style="list-style-type: none"><li>• Course completion status may be shared with your Principal Broker.</li><li>• For those registered in the in-class course, attendance for the full day is mandatory in order to be awarded successful completion.</li><li>• In-class courses are delivered virtually via video conference. Students registering in these sessions <u>must</u> have access to a computer with camera and microphone.</li></ul>
<b>Cancellation</b> Online course	100% refund within 5 business days of purchase. <u>More than</u> 5 business days, no refund.
<b>Cancellation</b> In-class course	100% refund if cancelled <u>more than</u> 5 business days before the course start date. <u>Less than</u> 5 business days, \$25 administrative fee applies.
<b>Transfer</b> 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.
<b>Transfer</b> In-Class to Online	No transfer fee if <u>more than</u> 5 business days before the course date. <u>Less than</u> 5 business days, \$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.
<b>Transfer</b> In-Class to Other In- Class	Subject to availability, \$0 transfer fee if <u>more than</u> 5 business days before course date. \$25 administrative fee for transfers if <u>less than</u> 5 business days before course date.