

ONTARIO RE-LICENSING EDUCATION

COURSE POLICIES



CANCELLATION & TRANSFER POLICIES <i>(Requests must be sent by email to education@mpc.ca)</i>	
General Information	<ul style="list-style-type: none"> Course completion status may be shared with your Principal Broker. For those registered in the in-class course, attendance for the full day is mandatory in order to be awarded successful completion. In-class courses are delivered in both in-person and virtual formats. For students registering in virtual sessions, access to a computer with camera and microphone is required.
Cancellation Online course	100% refund within 5 business days of purchase. <u>More than</u> 5 business days, no refund.
Cancellation 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.
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</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.
Transfer 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.