

REQUEST FOR WITHDRAWAL OR DEFERRAL

OCT #	LAST NAME <i>Please Print</i>	FIRST NAME <i>Please Print</i>
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ETFO AQ COURSE WITHDRAWAL POLICY	ETFO AQ COURSE DEFERRAL POLICY
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Refunds will be based on when the withdraw request is received according to the following timelines:

- All Sessions** - Prior to the start of the course: \$600.00 Refund
- Summer** - Withdraw within first two days: \$600.00 Refund
- Other** - Withdraw within the first week: \$600.00 Refund
- Blended** - Withdraw within first two on-site days: \$600.00 Refund
- All** - Withdraw after deadline indicated above: \$0
- FSL Proficiency Test** - No Refund (or Deferral)

Note: All refunds are minus the \$50.00 non-refundable registration fee.

Candidates may opt to defer from a course in which they are currently registered. There are no refunds once a course has been deferred, and no course can be deferred more than once during the 12-month period.

The course must be taken at a later session within the 12-month period from the date of registration (e.g., last session to defer a Fall '20 course is Fall '21).

Deadline for Course Deferral (All Sessions):
Last day of Learning Experience Module 3 (LE3) by 5:00 p.m. (EST)

**Candidates can defer and switch courses provided all prerequisites are met. If a course change is requested within three days of the start of the course, the switch may take place in the current session (pending availability). If the course switch is requested after the third day of the start of the course, the candidate will be placed in the preferred course the following session.*

Please Provide Current Course Name and Session:

AQ COURSE: _____ **SESSION:** _____

COURSE WITHDRAWAL	COURSE DEFERRAL
<input type="checkbox"/> I want to WITHDRAW from the above noted course for the following reason(s): _____ _____ _____	<input type="checkbox"/> I want to DEFER the above noted course for the following reason(s): _____ _____ _____
Withdrawal Section To Be Completed by Candidate:	Deferral Section To Be Completed by Candidate:
Order (Transaction) ID #: _____ <small>Order ID # = etfo-oid00000</small>	Session to be Deferred to: _____ Defer and Switch to Course*: _____

For Office Use Only:

DATE OF WITHDRAWAL OR DEFERRAL (DD/MM/YYYY)	DATE REIMBURSED (DD/MM/YYYY)
CONFIRMATION WITH INSTRUCTOR	STAFF SIGNATURE

Email or Fax completed forms to: aqcourses@etfo.org or 416-355-6753

NOTE: Incomplete forms will not be processed