



Elementary Teachers' Federation of Ontario/
 Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario
 136 Isabella St., Toronto ON M4Y 0B5
 aqcourses@etfo.org

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

Refunds will be based on when the withdrawal request is received according to the following timelines:

Winter, Spring, Fall: Prior to the start of the course: \$600.00 Refund
Summer: Withdraw within first two days: \$600.00 Refund
Blended: Withdraw within first two on-site days: \$600.00 Refund

FSL Proficiency Test: No Refund (or Deferral)

Refunds are not provided after the refund deadline listed above.
 All refunds exclude a \$50.00 non-refundable registration fee.

ETFO AQ COURSE DEFERRAL POLICY

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 '22 course is Fall '23).

Deadline for Course Deferral (All Sessions):
 Last day of Learning Experience Module 3 (LE3) by 11:59 p.m. (EST)

Please provide Course Name and Session:

AQ COURSE NAME: _____ **SESSION:** _____

COURSE WITHDRAWAL	COURSE DEFERRAL
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I want to WITHDRAW from the above noted course for the following reason(s):	I want to DEFER the above noted course for the following reason(s):

Order (Transaction) ID #: _____ <small>Order ID # = etfo-oid00000</small>	Session to be deferred to: _____ Defer and change a Course to*: _____
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*Candidates can defer and change courses provided all prerequisites are met. If a course change is requested within three days of the start of the course, the change may take place in the current session (pending availability). If the course change is requested after the third day of the start of the course, the candidate will be placed in the preferred course the following session.

Email of fax completed form to: aqcourses@etfo.org or 416-355-6753

Incomplete forms will not be processed.

