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 REFUND OR COURSE CREDIT

OCT #	LAST NAME *Please Print*	FIRST NAME *Please Print*

ETFO AQ COURSE REFUND POLICY

Refunds based on the following timelines:

Winter, Spring, Fall: *Prior to the start of the course: $585.00*
Within the first seven (7) days of the start of course: $585.00
Summer: *Within first two (2) days: $585.00*
Blended: *Within first two (2) on-site days: $585.00*

FSL Proficiency Test: *No Refund or Course Credit*

Refunds are not provided after the deadlines listed above.

ETFO AQ COURSE CREDIT POLICY

Candidates may choose to receive a course credit for a course in which they are currently registered. The course credit can only be used once within the 12-month period from the original session registered (e.g., last session to defer a Winter '23 course is Winter '24).

There are no refunds once a course credit has been issued.

Deadline for Course Credit (All Sessions):
Last day of Learning Experience Module 1 (LE1) 11:59 pm (EST)

Provide Course Name and Session:

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

COURSE REFUND	COURSE CREDIT
I want to **WITHDRAW** from the above noted course for the following reason(s):	I want a **COURSE CREDIT for** the above noted course for the following reason(s):
Order (Transaction) ID #: _____ *Order ID # = etfo-oid00000*	**Session to apply credit to:** _____ **Transfer me into a new course*:** _____

***Candidates can transfer into another course** 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 completed form to aqcourses@etfo.org

Incomplete forms will not be processed.