

## **Refund Policy**

<p><u><b>Withdrawal from examination</b></u></p>	<p><u>Should circumstances arise that you will not be able to sit the examination you should advise the Examination Coordinator and the Secretary as soon as possible.</u></p> <p><u><b>Refund Policy: *</b></u></p> <p>A person who withdraws from the examination after payment of fees will be entitled to:</p> <ul style="list-style-type: none"> <li>a) 100% fee refund if cancellation is received in writing before the 60 day application deadline</li> <li>b) 90% fee refund if cancellation is received in writing up to 30 days after the application deadline</li> <li>c) no refund 30 days after the application deadline</li> </ul> <p>Notwithstanding section 6.2.4, where extenuating circumstances warrant, the Board may waive section 6.2.4 (c) provided that:</p> <ul style="list-style-type: none"> <li>a) requests for withdrawal due to extenuating circumstances are received in writing with supporting documentation</li> <li>b) extenuating circumstances are in the same category as illness, death in the family or military deployment but do <b>not</b> include travel to the exam site.</li> </ul> <p>Requests by a candidate to take the exam in province other than the one stated in their original application shall:</p> <ul style="list-style-type: none"> <li>a) be allowed at the discretion of the Exam Coordinator in the province being requested</li> <li>b) subject to an additional fee based on costs incurred by the BOC resulting from this change</li> </ul> <p><u>* effective July 2008</u></p>
<p><u><b>Postponement of Examination</b></u></p>	<p><u>No postponements will be allowed. Candidates must withdraw and reapply when they are ready to sit the exam</u></p>

