



Ontario Secondary School Teachers' Federation
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REQUEST FOR REFUND OR COURSE TRANSFER

OCT #	LAST NAME <small>Please print</small>	FIRST NAME <small>Please print</small>
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OSSTF/FEESO AQ COURSE REFUND POLICY

Refunds will be issued based on the following timelines:

- Prior to Course Start date - 100% less a \$50 processing fee
- Before withdrawal date – 50% less a \$50 processing fee

OSSTF/FEESO AQ COURSE TRANSFER POLICY

Candidates may choose to transfer to a future offering of the course they are enrolled in. The transfer must be used within two sessions from the original session registered (e.g., the last session to defer a fall course is the following spring session).
There are no refunds once a course transfer has been issued.

Deadline for Course Withdrawal (Credit/Refund): end of the first week during the fall and winter session and three (3) days after course start in the summer session

Provide Course Name and Session:

AQ COURSE NAME: _____ SESSION: _____

COURSE REFUND	COURSE TRANSFER
I want to WITHDRAW from the above noted course for the following reason(s):	I want a COURSE TRANSFER for the above noted course for the following reason(s):
Order Number:	Session to apply transfer to the following session:
Payment Number:	*Transfer me into a new course:

**Candidates can transfer into another course (one time) 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.*