

Application for Teacher Training Course

Level I Foot Reflexology Teacher Training Course

Cost: \$1,450.00 Cdn. - Course must be paid in full prior to course. **Prerequisite:** Must be certified by OCR with 100 credits earned at Level I and have teaching and/or public speaking background.

Deadline: June 30, 2019

Submit with this application a summary sheet outlining reflexology courses taken (when and who), past education, past teaching experience and other related qualifications. **Also** include a non-refundable **registration fee of \$250.00 Cdn.** which will be applied towards the cost of the course.

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- Enclose with this application:**
- letter of intent
 - curriculum vitae or resume showing relevant experience
 - non-refundable registration fee of \$250.00 Cdn.

Payment:* To be paid at Canadian dollar rate.

- **Certified Cheque** / Money Order
 - Cash/Internet Bank
Acct.#: _____ Exp. Date: _____ CVA: _____
 - VISA*
 - MasterCard* Signature _____ Name on Card: _____

| | |
|-------------|--|
| Name: | |
| Address: | |
| City: | |
| Prov/State: | |
| P.C./Zip: | |
| Country: | |
| Res. Tel.#: | |
| Bus. Tel.#: | |
| Fax #: | |
| Email: | |

The undersigned hereby acknowledges and accepts full responsibility for payment of the course and any additional costs including collection agency costs should my payment not be accepted by my financial institution for any reason and a credit card surcharge fee if paying by credit card. I have read and accept the terms of the attached Refund and Examination Policies. **Note:** Attendance constitutes acceptance of the above terms.

Date: _____

Signature: _____

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Refund Policy

Any request for a refund is subject to the following conditions:

- **No refunds** will be issued for cancellations by the student **less than 48 hours** (2 days) before the start of the scheduled course.
- **No refunds** will be issued after the first class has started.
- Course or course fee or any portion thereof is **not transferable**.
- For distance education courses, **no refunds** will be issued once the student's course package has been shipped out.
- All requests must be submitted in writing and sent by registered mail to the above address showing reason for withdrawal.
- Refunds **will only be considered** for medical reasons (accompanied by a letter from the student's medical practitioner) or other hardship or exceptional circumstances.
- Any fees paid other than the tuition or course fees (such as textbooks or shipping costs) are **non-refundable**.
- An administrative fee of **15%** of the total tuition or course fee will be deducted from any refunds (if issued) for *In-Class Courses*.
- An administrative fee of **25%** of the total tuition or course fee will be deducted from any refunds (if issued) for *Distance Courses*.
- If the course or other fees have not been paid and a student withdraws, he or she is still liable for that portion of tuition fees applicable at the time of withdrawal.
- Missed classes will **not** be considered for refunds. It is the student's responsibility to make arrangements with their teacher to make up missed classes in another class session.

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