

**ONTARIO PROFESSIONAL PLANNERS INSTITUTE  
OPERATIONAL POLICY**

<b>Category: Membership</b>	<b>Date Approved: December 2010</b>
<b>Policy Number: 3.1</b>	<b>Revision/Review:</b>
<b>Policy Title: Exam A Cancellation and Refund</b>	<b>Number of Pages: 2</b>
<b>Attachments:</b>	<b>Key Words: Exam, Refund</b>

**Purpose:**

The Ontario Professional Planners Institute is committed to maintaining the integrity of Exam A Registrations.

**Policy:**

The OPPI membership coordinator advises you when you will be sitting your Exam A. You must notify in writing/email to the membership coordinator of your inability to attend at the scheduled date and time within the following timelines.

1. Full refund - 8 weeks or more
2. 50% refund - 4 weeks to 8 weeks
3. No refund - 4 weeks or less

Supporting documents (ie. Doctors note) may be asked of you depending on your situation.

If you fail to attend without notice, then re-payment of the Exam A fee will be applicable.

**Review/Revision:**      Yearly