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| **Department** | Exam  |
| **Title** | Exam Policy – Exam Fee and Other Administrative Fees (subject to consultation and by-law approval) |
| **Date Approved:** | August 10, 2022 |
| **Approved By:** | Registration CommitteeReviewed by Examination Committee |
| **Dates Reviewed:** | February 21, 2024 |
| **Date of Next Review** | February 2025 |
| **Version** | 2.0 |

Candidates must pay the required fees related to the exam or exam activities that apply to them as defined by the College. Payment of the associated fee for an activity or request must be received within the stated timelines. If fees are not paid as required, the candidate’s ability to proceed with the exam and/or receive their results may be jeopardized.

**Fee Refunds**

Some fees may be fully or partially refundable or eligible for a fee credit under certain conditions. Exceptions may be made in exceptional circumstances; however, these decisions are subject to the discretion of the Registrar and are not appealable. The College will not issue interest on any refund amount owing.

Fees are reviewed by the College from time to time and are subject to change. All fees related to the exam will be circulated to registrants and other stakeholders and presented to Council for consideration and approval. Portions of this policy will expire once the fees have been incorporated into the College’s By-laws.

**Exam Fee**

Payment of fees must be in Canadian funds, paid by credit card or Interac Online for the full amount and must be paid before the fee deadline. Payment of the exam fee completes the candidate’s registration for the exam session. If an exam fee is not paid by the deadline, the candidate will automatically be withdrawn from the exam session for which they were scheduled.

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| Ontario Clinical Exam Fee  | $1985  |
| Change Date / Rebooking Fee Administrative fee charged when a candidate needs to change the date of their exam  | $200  |
| Cancellation Fee — 90 days before the scheduled exam date but more than 48 hours Candidate cancels their attendance after making their payment 90 days to 48 hours before their scheduled exam date  | Candidate forfeits 50% of exam fee paid  |
| Cancellation Fee — less than 48 hours Candidate cancels their attendance less than 48 hours before exam  | Candidate forfeits 100% of exam fee paid  |
| Failure to attend on exam day  | Candidate forfeits 100% of exam fee paid  |
| Candidate arrives more than 15 minutes late on the exam day and cannot proceed with the exam  | Candidate forfeits 100% of exam fee paid  |
| Exam Review Fee — for candidates who are unsuccessful  | $200  |
| Appeal Fee — for candidates who wish to appeal the decision made following the Review  | $300  |