



RCM EXAMINATIONS

5865 McLaughlin Rd, Unit 4, Mississauga, Ontario, L5R 1B8
PHONE: 905-501-9553 FAX: 905-501-1290 www.rcmexaminations.org

Credits and Refunds Request Form

By submitting this completed form, the candidate confirms that he/she has read and agrees to abide by the Credits/Refunds policies outlined on page two of this document, and has also contacted his/her Centre Representative to cancel the currently scheduled examination.

SECTION 1: Request a Credit or Refund

PLEASE CHECK ONE:

Today's Date: _____

- Credit for full amount of the examination fee.
- 50% Refund of the examination fee.

SECTION 2: Candidate Information

RCME Number: _____ Date of Birth (MM/DD/YY): _____

Last Name: _____ First Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Daytime Phone Number: (_____) _____ - _____ Home Phone Number: (_____) _____ - _____

SECTION 3: Examination Details

PLEASE CHECK ONE:

- Winter Session Spring Session Summer Session

Theory Dates:	December 10 & 11, 2010	May 13 & 14, 2011	August 5 & 6, 2011
Practical Dates:	January 17 - 29, 2011	June 6 - 25, 2011	August 8 - 20, 2011
Submission Deadline:	February 12, 2011	July 9, 2011	September 3, 2011
Valid for:	2011 Spring 2011 Summer 2012 Winter	2012 Winter 2012 Spring 2012 Summer	2012 Winter 2012 Spring 2012 Summer

Candidate's 5-digit Confirmation Number: _____

Special Notice: Credits issued for Spring Session CANNOT be applied to registrations for Summer Session.

SECTION 4: Reason and Supporting Documents for Credit/Refund Request

PLEASE CHECK ONE:

- Medical - Doctor's note must be attached.
- School Conflict - Letter from school official on school letterhead must be attached.
- Other - Relevant documentation and brief explanation must be attached.

SECTION 5: Submitting your request

Requests can be submitted either by:

- 1) Faxing it to: 905 - 501 - 1290, or
- 2) Mailing it to: Attn: Credits/Refunds Committee, RCM Examinations,
5865 McLaughlin Rd., Unit 4, Mississauga, Ontario, L5R 1B8

**IMPORTANT: Please make sure this form is complete and all documentation is attached.
Incomplete requests are not guaranteed to be processed and may be denied.**



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Credits and Refunds Procedure and Policies

Once Received by RCM Examinations, requests may not be withdrawn. No examination credit or refunds are granted to candidates who fail to appear for their scheduled examination. There are no academic penalties for missed examinations.

Please contact the RCM Examinations Centre Representative in your area if you are unable to attend your exam.

IMPORTANT: Credits and Refunds Requests do NOT automatically register you for another session.

Understanding the Credits and Refunds Request process:

- Step 1:
 - Contact your Centre Representative to notify him/her of your intended absence
 - Step 2:
 - Visit www.rcmexaminations.org to download the Credit and Refunds Request Form
 - Step 3:
 - Collect your documentation:
 - o Eg. Doctor's note, or letter on school letterhead, other relevant documents
 - Step 4:
 - Fill out the Credit and Refunds Form, and with your supporting documents, fax or mail them to RCM Examinations.
 - Step 5:
 - RCM Examinations' Examination Credit Committee collects all requests daily and processes, and responds to them within 8-10 weeks after the deadline.
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PLEASE NOTE:

- The "Credits and Refunds Request Form" should be filled in and submitted to RCM Examinations along with supporting documentation by the submission deadline on page 1. Requests received after this time will be denied.
- You must indicate **at the time you submit your Request form** whether you are applying for a credit for the full examination fee or a 50% refund of the examination fee, otherwise credits are issued as the default. **Changes are not permitted after submission.**
- Approved examination credits must be used within one year for one of the examination sessions stipulated in the current Credits and Refunds Request Form, and are non-transferable and cannot be extended beyond one year.
- The credit will be automatically applied the next time you register on-line. RCM Examinations does NOT automatically register you for another session.
- No examination credits or refunds are given for amounts under \$10.
- No examination credits or refunds are granted if RCM Examinations is unable to accommodate a special request (other than religious restrictions).