



Policy number	E-04
Policy name	Examination refund
Approved	April 12, 2019
Last reviewed	April 9, 2021
Next scheduled review	Q2 2023

POLICY

Council of the College of Alberta Denturists is required pursuant to section 3(1)(c) of the *Denturists Profession Regulation*, to approve a registration examination in denturism acceptable in matters related to registration as a regulated member. Pursuant to s. 3(1)(c), the College has approved the successful completion of two components:

- ☒ either the College of Alberta Denturists multiple choice question examination (MCQ) or the Canadian multijurisdictional denturist MCQ exam, and
- ☒ the College of Alberta Denturists objective structured clinical examination.

To be eligible for a refund, the College must receive a notice of withdrawal on or before 20 business days prior to the scheduled date for the component of the qualifying examination from which the candidate is withdrawing. Otherwise, the candidate may be charged the full examination fee.

Following submission of a notice of withdrawal, a refund will be determined by the following:

Date of or Reason for Withdrawal	Refund Amount
After the registration deadline, but more than 20 business days prior to the scheduled date for the component of the qualifying examination from which the withdrawal is requested.	Examination fee minus a \$200 administrative fee for the entire registration examination or \$100 per component (MCQ or OSCE)
Less than 20 business days prior to the scheduled date for the component of the qualifying examination from which the withdrawal is requested.	No refund of the examination fee
Less than 20 business days prior to a scheduled date for the component of the qualifying examination from which the withdrawal is requested with a documented illness or on compassionate grounds. The Registrar will consider requests on a case-by-case basis.	Full or partial refund of the examination fee minus a \$200 administrative fee for the entire registration examination or \$100 per component (MCQ or OSCE)

DEFINITIONS

none

APPENDICES

none



REFERENCES

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: http://www.qp.alberta.ca/documents/Regs/2002_186.pdf

DOCUMENT HISTORY

Date	Action	Rationale
12/04/19	Initial approval	N/A
09/04/21	Review and update	To accommodate the multijurisdictional exam