

“SCHEDULE A”

CANCELLATION SCHEDULE

Innisfil RTC Cancellation Policy Fee Schedule

The fire chief or designate should notify the Innisfil Regional Training Centre in writing by email at innisfilrtc@innisfil.ca as soon as you realize that your candidate will not be able to attend. **The Innisfil Regional Training Centre does not accept verbal cancellations.** The Ontario Fire College maintains an applicable cancellation policy and fee separate from the Innisfil Regional Training Centre, which is applicable to all IRTC learners/Fire Departments

Blended Courses	
Cancellation Received Date	Fee(s) Charged to applicant Fire Department
Greater than 8 weeks to the online start date	Administrative fee of \$50 will be invoiced
After redemption codes are issued	Full course fee will be invoiced

Ontario Fire College Fees and Cancellation Policy

OFC Registration Requirement(s)

In addition to the fees for courses charged by Regional Training Centres, fire departments will be invoiced quarterly the \$65.00 registration fee by the OFC for each student attending OFC courses held at Regional Training Centres. The registration fee is not charged for cancellations received at the OFC a minimum of eight weeks prior to the course start date.

Cancellation Policy

The fire chief or designate should notify the Office of the Registrar in writing by email at applyofc@ontario.ca as soon as you realize that your candidate will not be able to attend. The OFC does not accept verbal cancellations.

If you wish to send a substitute student, submit an e-application form with a note regarding the replacement before the online learning redemption codes are issued, for blended courses, or before the student attends the OFC for in person learning; please ensure that any substitute student has successfully completed the prerequisite requirements, if applicable, and that they have been given adequate time to complete course outline materials.

For cancellations received less than eight weeks before the start date (for blended programs, start date refers to the online portion start date) of the course or workshop, the registration fee will still apply and be invoiced to the fire department

¹ Refund details listed on Schedule A