

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 9 & 10, 2011	May 11-12, 2012	August 10 & 11, 2012
Practical Dates:	January 16 - 28, 2012	June 11-30, 2012	August 13-25, 2012

Submission Deadline:	February 13, 2012	July 16, 2012	September 10, 2012
Valid for:	2012 Spring 2012 Summer 2013 Winter	2013 Winter 2013 Spring 2013 Summer	2013 Winter 2013 Spring 2013 Summer

Candidate's 5□digit Confirmation Number: _____

Special Note: 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:

- | | |
|---------------------------------------|---|
| <input type="radio"/> Medical | <input type="checkbox"/> Doctor's note must be attached. |
| <input type="radio"/> School Conflict | <input type="checkbox"/> Letter from school official on school letterhead must be attached. |
| <input type="radio"/> Other | <input type="checkbox"/> Relevant documentation and brief explanation must be attached. |

SECTION 5: Submitting your request –

Requests can be submitted either by:

- 1) Faxing it to: 416– 408–1538, or
- 2) Mailing it to: Attn: Credits/Refunds Committee, The Royal Conservatory Examinations, 273 Bloor Street West, Toronto, ON M5S 1W2

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

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Please contact the The Royal Conservatory 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.examinations.rcmusic.ca to download the Credit and Refunds Request Form

Step 3: Collect your documentation: Doctor's note or letter on school letterhead

Step 4: Fill out the Credit and Refunds Form, and with your supporting documents, fax or mail them to The Royal Conservatory Examinations

Step 5: The Royal Conservatory Examinations' Examination Credit Committee collects all requests daily and processes, and responds to them within 8-10 weeks after the deadline.

PLEASE NOTE:

- The "Credits and Refunds Request Form" should be filled in and submitted to The Royal Conservatory 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 online. The Royal Conservatory 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 The Royal Conservatory Examinations is unable to accommodate a special request (other than religious restrictions).
- No appeals accepted.
- Credits issued for Spring Session cannot be applied to registration for Summer Session.