

## CQP Fees and Refund Policy

Type	Cost (before taxes)
Application Fee - One Time Only (non-refundable)	\$250.00
Course Fees	
Introductory	\$500.00
Core Knowledge	\$1,400.00
Applied Knowledge	\$1,200.00
Mini-case assignment	\$300.00
*ICQC (includes one exam attempt)	\$850.00
Exam Fees	
Core Knowledge (each attempt)	\$950.00
CNIE (each attempt)	\$1,500.00
CNIE Tutorial	\$2,850.00

### Policy and Fee Changes

The CIRP Qualification Program reserves the right at its sole discretion to amend, change, substitute and/or cancel any of its services, including but not limited to fees and program policies, at any time without further notice, other than by posting a notice of any such amendments, changes, substitutions or cancellations on the CAIRP website at [www.cairp.ca](http://www.cairp.ca). By enrolling in the CQP you agree that it is your responsibility to maintain your awareness of all of the CQP's policies, particularly those with respect to your enrolment and participation in the CQP courses and examinations.

### Refund Requests

All requests for refunds must be made in writing to the Office of the Registrar, CIRP Qualification Program, 277 Wellington Street W., Toronto, ON M5V 3H2. Refund requests must include a copy of the receipt and form of payment.

There will be a \$250.00 administration fee plus tax to process refunds when approved.

### Refund Policy for Course Fees

**No refund** will be granted:

- To a candidate who withdraws/resigns from the CQP after 30 calendar days from the commencement of the course.

- To a candidate whose status is terminated for nonpayment of Articling Membership fees.

**Refunds** will be only be granted for extenuating circumstances such as serious illness, catastrophe and serious personal hardship.

To apply for refunds the following documentation is required.

- If you have an **illness**:
  - You must provide a document signed by a registered medical professional.
  - The medical professional must be qualified to diagnose the illness or the injury being claimed.
  - The documentation must state dates, length of illness or injury, along with expected recovery date, indicating when studies may resume.
- If you have a **catastrophe**:
  - You must provide an insurance or police report.
- In case of serious **personal hardship**:
  - You must provide full particulars of the circumstances which you believe entitle you to apply for a refund.

## Refund Policy for Examination Fees

**No refund** will be granted:

- To a candidate who decides to defer the examination within two weeks of the examination date.
- To a candidate who withdraws/resigns from the CQP within two weeks of an examination.
- To a candidate whose status is terminated for nonpayment of Articling Membership fees.
- To a candidate who fails to attend an exam for which he or she is registered or who fails the exam; in this circumstance candidates will be subject to a full examination fee at the next session.

Refunds will only be granted to candidates in extenuating circumstances such as serious illness, relocation, catastrophe or serious personal hardship.

- If you have an **illness**:
  - You must provide a document signed by a registered medical professional
  - The medical professional must be qualified to diagnose the illness or the injury being claimed
  - The documentation must state dates, length of illness or injury, along with expected recovery date, indicating when studies may resume
- If you have a **catastrophe**:
  - You must provide an insurance or police report

- If you are **relocated**:
  - You must provide documentation from your employer stating date of relocation and expected date of return.
  
- In case of serious **personal hardship**:
  - You must provide full particulars of the circumstances which you believe entitle you to apply for a refund.

\*The Insolvency Counsellor's Qualification Course Refund Schedule is available in the Information Package at <http://www.cairp.ca/insolvency-professionals/additional-industry-courses/insolvency-counsellor-s-qualification-course/>.