



Insurance Institute of Northern Alberta CIP Course Withdrawal Policy

Insurance Institute

Learning for the real world. Rewarding.™

12 Week InClass

- Withdrawals received prior to the commencement of the 2nd class are subject to a \$50 withdrawal fee. The textbook portion of the class fee will only be refunded once the textbook(s) have been received and inspected by IINA to ensure they have been returned in their original condition.
- Withdrawals received after the 2nd class are eligible for refund only under extenuating circumstances (ie serious illness, significant life event) which will be considered on a case by case basis by the IINA. If your situation requires that you withdraw from a course after the 2nd class, please be aware that you will be requested to explain and provide reasoning behind your situation. Should the IINA approve your withdrawal, you may be entitled to receive a refund for the textbook, a refund for the exam fee if prior to the IIC Exam Withdrawal deadline, and up to a maximum of 50% of the tuition fee. The textbook portion of the fee will only be refunded once the textbook(s) have been received and inspected by IINA to ensure they have been returned in their original condition.
- Under no circumstances will any refund be offered after the midway point of the course (6th class).

FastTrack Courses

Withdrawals from FastTrack courses are subject to a \$50 withdrawal fee prior to the commencement of the 1st class. Any withdrawals requested after the commencement of the course would only be eligible to a refund under extenuating circumstances, which will be considered on a case by case basis by the IINA. If your situation requires that you request withdrawal, please be aware that you will be requested to explain and provide reasoning behind your situation. Should the IINA approve your withdrawal, you may be entitled to receive a refund for the textbook, a refund for the exam fee if prior to the IIC Exam Withdrawal deadline, and up to a maximum of 50% of the tuition fee. The textbook portion of the fee will only be refunded once the textbook(s) have been received and inspected by IINA to ensure they have been returned in their original condition.

Distance Learning withdrawals - excerpt from the Insurance Institute of Canada's website:

- The Insurance Institute of Northern Alberta is unable to process withdrawals for Distance Learning. To withdraw from Distance Learning courses please contact the Insurance Institute of Canada at 1-866-362-8585.

"Distance learning students may withdraw from courses by returning all material, including texts, sent to them. Provided the texts are in a re-saleable condition, students will receive a refund of their entire fee less an administration charge of \$50 plus GST or HST per student. Students wishing to retain texts will have an additional amount deducted equivalent to the cost of the text. Late-entry and extra-late-entry fees and overseas student surcharges are non-refundable.

A refund or withdrawal will not be allowed if received by the Institute after January 31 for the April examination session, after April 30 for the July examination session or September 30 for the December examination session.

Distance Learning students may transfer into the next distance learning session at any point prior to the transfer deadline indicated in each session, at no charge.

Rewrite fees will be refunded, less an administration fee of \$50 plus GST or HST, if the withdrawal notice is delivered to the Institute prior to the entry deadline for the appropriate examination."

Please contact the IINA if you have any questions. Thank you.

Registration/Withdrawal dates - InClass

	Spring (Apr-Jul)	Fall (Sep-Dec)	Winter (Jan-Apr)
Standard Registration	Feb 15 - Class Start	Aug 10 - Class Start	Dec 15 - Class Start
FastTrack	One week prior to class	One week prior to class	One week prior to class

Registration/Withdrawal dates - Distance Learning

	Spring (Apr-Jul)	Fall (Sep-Dec)	Winter (Jan-Apr)
Early Registration	Dec 1 - Feb 28	May 1 - July 1	Sept 1 - Nov 30
Standard Registration	Mar 1 - April 30	Aug 1 - Sep 30	Dec 1 - January 31

Test Papers - Distance Learning only

Spring (Apr-Jul)	Fall (Sep-Dec)	Winter (Jan-Apr)
May 31st	September 30th	January 31st

**Test papers must be submitted to tests@insuranceinstitute.ca - no late submittals are accepted.*