

### ENTRANCE EXAM RESCHEDULING POLICY

*Requests to reschedule must be emailed to [info@atio.on.ca](mailto:info@atio.on.ca).*

**After exam registration:**

- If an applicant wishes to reschedule their entrance exam, they will pay a penalty of 25% of the exam fee.
- The applicant may reschedule **once** without penalty.

**Three weeks before the exam:**

- If an applicant reschedules their exam between one and three weeks before their scheduled exam date, they will receive a refund of 50% of their exam fee.
- The applicant must pay in full (100%) for a new exam date.

**7 days or less before the exam:**

- Reschedule requests received within this period will not be refunded.
- The applicant must pay in full (100%) for a new exam date.

### ENTRANCE EXAM CANCELLATION POLICY

*Requests to cancel must be emailed to [info@atio.on.ca](mailto:info@atio.on.ca).*

**After exam registration:**

- If an applicant wishes to cancel their entrance exam, they will pay a penalty fee of 25% of the exam price.
- The applicant may cancel **once** without penalty.

**Three weeks before the exam:**

- If an applicant cancels their exam between one and three weeks before their scheduled exam date, they will receive a refund of 50% of their exam fee.

**7 days or less before the exam:**

- Cancellation requests received within this period will not be refunded.
- The applicant must pay in full (100%) for a new exam date.

*Reference Dates will be displayed on the ATIO website.*

**Exception**

The only exception to the above is if an applicant falls ill on the exam day. In such cases, upon receipt of a doctor's report, ATIO may refund a maximum of 50%.