



Manitoba Association
Physiotherapy Association
Manitoba de
physiothérapie

Withdrawal from a Branch Course

Policy:

The coordinator will set an application deadline for each course sponsored by the Manitoba Physiotherapy Association

Written cancellation received before the deadline will be subject to a \$25.00 administration fee.

Written cancellation following the deadline will not receive a refund. However, if a replacement applicant is found, only the \$25.00 administration fee will be charged.

Rationale:

The Manitoba Physiotherapy Association endeavors to avoid losing money for professional development courses.

Procedure:

- The deadline date will be set by the Professional Development Chair, in consultation with the instructor, timelines for booking airline tickets, etc.
- Information about the deadline and this policy will be noted in the course advertising. The information will be included on the application form also, if space allows.
- An acknowledgement response will be sent within one week of receipt of the payment and application. The deadline and policy information will be reinforced in the letter.
- A withdrawing applicant will be invoiced for the administration fee.
- Consideration may be given at the discretion of the Executive Committee or Professional Development Chair or Committee

Responsibility: Professional Development Chair

First approved: March 2000

Reviewed January 2013

Reviewed Feb. 2016