

QUALIFYING EXAMINATION WITHDRAWAL POLICY

APPROVED BY COUNCIL:		June 20, 2014
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The College of Denturists of Ontario (CDO) recognizes that there may be extenuating circumstances that may prevent you from attempting the qualifying examination after you have registered and paid the fee. Should you need to withdraw from the qualifying examination, please follow the process set out below.

How to Withdraw from the Qualifying Examination

Send an email to info@denturists-cdo.com stating:

- That you intend to withdraw from the qualifying examination
- Submit a new Registration Form for the next qualifying examination you wish to attempt

Please refer to the CDO's Refund Policy to see if you may be eligible for a refund of the qualifying examination fee you have paid.

If you do not show up for your scheduled component(s) of the qualifying examination, and have not advised the College of your intention to withdraw, please note that you will have forfeited one of the three possible attempts at the Qualifying Examination either in its entirety or for the component you are a no show.

Withdrawing due to medical or other compassionate grounds

- As soon as you become aware that you will not be able to attempt one or both parts of the qualifying examination, you must follow the "How to Withdraw from the Qualifying Examination" instructions above.
- If you withdraw on or before 15 business days prior to the scheduled examination date, you must provide medical documentation to the Registrar to support your request to withdraw so that your withdrawal will not count as an attempt to sit the qualifying examination.
- Additional documentation may also be requested by the Registrar to support withdrawal requests on compassionate grounds.