



Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Refund Policy and Procedure

Office of Accountability:	Office of Professional & Educational Development
Office of Administrative Responsibility:	Associate Dean, Educational Development
Approver:	PD Council
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Definitions

Candidate Fee	The Medical Council of Canada, National Assessment Collaboration-Practice Ready Assessment (NAC-PRA) Candidate Fee + Assessor Fees.
Withdrawal	A PRA-NL Candidate permanently withdraws from the 12-week Clinical Field Assessment and requests a refund.

Overview

Practice Ready Assessment – Newfoundland and Labrador (PRA-NL), (the “Program”) is administered by the Office of Professional & Educational Development (OPED), Faculty of Medicine, Memorial University. The purpose of PRA-NL is to observe and assess PRA-NL Candidates under the direct supervision of physician assessors during a 12-week Clinical Field Assessment (“CFA”) to assess readiness to practice in Canada. There is no training component.

Purpose

To outline the refund policy and procedure in place for the Program.



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Scope

This policy applies to the PRA-NL Program and PRA-NL candidates as stated in the Purpose.

Policy

1.0 In the event of an approved withdrawal, leave of absence, change of CFA site, and/or early termination (as per applicable PRA-NL policies and procedures), refunds will be provided as per the following:

Deadline	Refunded Amount
At any point prior to the start of the CFA	Full Candidate Fee less one week of assessor fees (\$1,265 inclusive of HST)
On or after the start of the CFA, but before the end of the CFA	Pro-rated refund for remaining weeks of assessment, less \$316.25/week (inclusive of HST). No refund will be issued for any week previously completed. The National Assessment Collaboration (NAC) PRA portion of the Candidate Fee is non-refundable.

2.0 A week of assessment is defined as Saturday to Friday. Once a candidate works any portion of a week, the week is considered complete for purposes of calculating a refund.

3.0 If a PRA-NL Candidate’s CFA is cancelled prior to the identified start date, PRA-NL Candidates will be refunded the full Candidate Fee.

4.0 OPED, Memorial University is not responsible for any other costs or expenses incurred by the PRA-NL Candidate prior to or during the CFA or as a result of a termination, cancellation, or withdrawal. Any additional and unforeseen costs associated with the CFA are the responsibility of the PRA-NL Candidate.



Faculty of Medicine

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Procedure

A.0 Obtaining a Refund:

A.1 Refunds are issued in accordance with the following PRA-NL policies and procedures:

- Candidate Withdrawal/Leave of Absence Policy and Procedure
- Change of Clinical Field Assessment (CFA) Site Policy and Procedure
- Early Termination of Clinical Field Assessment Policy and Procedure

A.2 A refund is processed in accordance with this policy and paid in the same manner in which the fees were paid.