

# PMP® Exam Prep Retake Exam Reimbursement Policy

## Terms and Conditions

1. The student must attend all five days of an open-enrollment or private group session of a PMP® Exam Prep course offered by the University of Ottawa's Professional Development Institute (the Institute).
2. The student must take either the PMP or CAPM® exam within one month of completing a University of Ottawa's Professional Development Institute PMP® Exam Prep course.
3. Students must retake either the PMP or CAPM exam within three months of taking the first exam.
4. To obtain a refund of the PMP or CAPM retake exam, the student must submit his or her request in writing to the Professional Development Institute, and provide copies of the Exam Result Report (proof of first attempt) along with the exam retake (proof of payment of the retake exam).
5. The Institute will reimburse the value of the first retake exam fee based on the exchange rate set by the Bank of Canada on the day of your transaction. Please be advised that this does not include any bank fees.
6. The Professional Development Institute will only reimburse the payer indicated on the invoice.
7. The Institute will not cover the cost of any subsequent retake exams.

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