

Policy on Continuing Education

CATEGORY: Student

ISSUE DATE: February 17, 2021

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “Policy on Continuing Education”, has been created to formalize the College’s procedures relating to the delivery of Continuing Education courses. It ensures students are aware of their responsibilities when agreeing to register at Ashton College and faculty of their responsibilities in delivering the course(s). Definitions of terms used in this policy can be found in the Policy Glossary.

Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives of the College.

Policy

1. REGISTRATION AND FEES

- 1.1. There is no minimum age to register in any Continuing Education course.
- 1.2. Continuing Education courses may have admission criteria. These criteria will be displayed as part of the course’s information page.
- 1.3. Registration is confirmed upon paying the course registration fee.
- 1.4. Refunds will only be offered in the following circumstances:
 - If a course registration is cancelled by a student, up to and including seven (7) business days before the start date of a course, the fee will be refunded, minus a \$50.00 administration fee.
 - If a course registration is cancelled by a student less than seven (7) business days before the start of a course, no refund will be issued unless due to extraordinary circumstances.
 - If a course registration is cancelled by a student on or after the first day of class, no refund will be issued unless due to extraordinary circumstances.
 - If extraordinary circumstances occur, a formal written request must be submitted by email or mail to student services. Proof of extraordinary circumstance may be requested, and the situation will be assessed on an

individual basis to be determined if the student is eligible for a refund based on extraordinary circumstances.

- 1.5. Course textbooks are not included in fees.
- 1.6. Continuing Education students taking examination or test prep are responsible to ascertain admission requirements and other details from the relevant third-party examination or test provider. CE Course fees do not cover external examinations or test fees. Students are also responsible for making their own applications to sit external examinations or tests.

2. COURSE DELIVERY

- 2.1. All Continuing Education courses will be delivered in a live online webinar format.
- 2.2. Courses must have their recorded lectures available for a maximum of seven days after their live delivery.
- 2.3. Only students enrolled in the course at the College are permitted to view the webinars after registering to watch the recordings.
- 2.4. Sharing of webinar content is not permitted. Students found sharing or profiting off the course materials will face appropriate disciplinary action, up to and including, expulsion from their course without refund.
- 2.5. Students are responsible to ensure they have the following equipment prior to the beginning of class:
 - A working computer
 - A working web camera
 - A working microphone
 - Internet connection
 - Free accounts for any webinar platforms used as part of instruction
- 2.6. For test or exam prep courses, the College offers as a third-party provider, the College does not guarantee students will pass after completing the course.

3. CREDENTIALS

- 3.1. Unless otherwise stated, the College does not award credentials for Continuing Education courses.
- 3.2. For non-preparatory courses, those who complete all the coursework successfully can apply for a Certificate of Completion by contacting Student Services.
- 3.3. Completers of prep courses are ineligible to receive Certificates of Completion.

4. COURSE CHANGES BY THE COLLEGE

- 4.1. The College reserves the right to, at any point, without notice, change the instructors of the course in the event the original instructor otherwise becomes unavailable.

- 4.2. Times of courses may be subject to change. If an instructor wishes to change the delivery time of the course's live components, they must first notify the College. Once the College approves of the change, students will be notified at the earliest opportunity.
- 4.3. Students will be made aware within a twenty-four (24) hour period of the course start date of any changes to the instruction and delivery of the course.

5. COURSE CANCELLATION BY THE COLLEGE

- 5.1. The College reserves the right to cancel or reschedule courses that do not reach minimum enrolment requirements. In such cases, the College must make every effort to inform the student prior to the start date.
- 5.2. In the event of a course cancellation by the College for the respective start date, a full refund of the Registration Fee paid will be issued.

6. REGISTRATION FEE PAYMENT REFUND

- 6.1. A Registration Fee payment refund will only be issued where applicable, as stated in the above policy sections.
- 6.2. A Registration Fee payment made using a credit card will be refunded back to the credit card used in the initial transaction.
- 6.3. A Registration Fee payment made using Electronic Funds Transfer (EFT) will be refunded by EFT.
- 6.4. A Registration Fee payment made in person using a cheque or debit card will be refunded by cheque.
- 6.5. A Registration Fee refund payment will be issued within thirty (30) calendar days upon notification of the course cancellation.