

# Policy on Continuing Education

**CATEGORY:** Student – Administrative

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**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

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## 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. 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 in the Policy and on the AC website.
- 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.
  - If a course registration is cancelled by a student on or after the first day of class, no refund will be issued.
- 1.5. Course textbooks are not included in the fees.
- 1.6. Continuing Education students taking an examination or test prep are responsible for ascertaining admission requirements and other details from the relevant examination or test provider. Continuing Education course fees do not cover external examinations or test fees. Students are also responsible for making their own arrangements to sit for external examinations or tests.

## **2. COURSE DELIVERY**

- 2.1. All Continuing Education courses are delivered live online.
- 2.2. Recorded lectures will be available for a maximum of seven days after live delivery.
- 2.3. Only students enrolled in the course 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 from 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. The College provides no guarantee that students will pass an examination or test after completing a course.

## **3. CERTIFICATES**

- 3.1. A Certificate of Attendance will be issued for courses which do not have passing grades but have attendance requirements.
- 3.2. A Certificate of Completion will be issued for courses which require a passing grade.

## **4. COURSE CHANGES BY THE COLLEGE**

- 4.1. The College reserves the right to change the course instructors in the event the original instructor becomes unavailable.

## **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 will make every effort to inform the student prior to the start date.
- 5.2. In the event of course cancellation by the College for the respective start date, a full refund of the Registration Fee will be issued within thirty (30) days of cancellation.

## **6. REGISTRATION FEE REFUNDS**

- 6.1. A Registration Fee paid by credit card will be refunded to the credit card used in the initial transaction.
- 6.2. A Registration Fee paid using Electronic Funds Transfer (EFT) will be refunded by EFT.
- 6.3. A Registration Fee paid using a cheque or debit card will be refunded by cheque.