

SCHOOL OF EXTENDED STUDIES REGISTRATION POLICIES

POLICY NO.	170-002
SCOPE	All Students of the School of Extended Studies
APPROVAL	Director, School of Extended Studies
ORIGINAL DATE	August, 2012
LAST REVISION	August, 2012
NEXT REVISION	August, 2013
CONTACT	Director, School of Extended Studies

1 FEES

The tuition fees apply to the tuition portion of your fee and in some cases may include materials supplied to students, studio assistance, and models. Fees are payable at the time of registration. Post-dated cheques are not accepted. NSF cheques must be replaced with a certified cheque or cash; a charge of \$20 will be levied for each NSF cheque.

2 DISCOUNTS

Seniors: A discount of 20% is available to all seniors aged 65 or older at the time of registration, with identification.

3 WITHDRAWALS

Students may withdraw from a course by phone, fax, or mail. A refund of fees, minus an administrative charge of \$25 per course, will be issued if notification of withdrawal is received no less than seven calendar days prior to the course start date. No refund will be given for withdrawal after the seven calendar-days deadline. Exceptions are made on compassionate grounds. In such cases a written request for refund, accompanied by appropriate documentation (e.g. medical), must be submitted prior to the end of the course or workshop. Under no circumstances will refunds be granted for requests received after the end of a course or workshop.

4 REGISTRATION DEADLINES

The registration deadline for all individual courses is seven calendar days prior to the first day of class, unless otherwise noted. This date affects withdrawals, course transfers, and course cancellations. Students may register after this date for courses that have sufficient enrollment and seats available.

5 CANCELLATIONS

If there is not sufficient registration in a course seven calendar days prior to the course start date, the course will be cancelled. Should a course be cancelled due to insufficient enrollment or other reasons, a full refund will be issued or you may transfer to another course (paying any additional fees at the time of transfer).

6 WEATHER / EMERGENCY CLOSING

In the event that Extended Studies courses must be canceled due to inclement weather, we will make every effort to notify current students via the e-mail address provided upon registration. Students can also find this information at www.nscad.ca/extendedstudies or by calling 902-494-8185.

6 WAIT LISTS

Please ask to be placed on the wait list if your course is full. If space becomes available, we will contact those on the wait list in the order they were placed on the list.

7 TRANSFERS

Students may transfer from one course to another by phone, fax, or mail. A transfer of fees, minus an administrative charge of \$25, will be issued if the request for transfer is received no less than seven calendar days prior to the course start date of the course the student is leaving. Students must pay any additional fees at the time of transfer. No refunds or transfers of fees will be granted after the registration deadline of the original course has passed.

8 CERTIFICATE OF ACHIEVEMENT APPLICATION PROCEDURES

When you have completed the full requirements for a certificate program, you may request a certificate be issued by completing the [Certificate Completion Application Form](#).

9 REGISTRATION CONFIRMATION

Your registration confirmation/receipt lists any supplies required for your course(s). This information, including room, days, and times of your course, will be sent to you upon receipt of your registration form and processed payment. You must present your registration confirmation/receipt to the instructor at the first class.

10 STUDENT CODE OF CONDUCT

A University community depends on the good judgment and considerate behaviour of its members. NSCAD University expects the members of its community to conduct themselves with respect for the health and safety, and rights of others. Students are responsible for knowing and observing student-related NSCAD policies and procedures. The [Charter of Student Rights and Responsibilities](#), the [Youth Program Behavior Policy and Procedures](#), and other policies are available under [About the University / Policies & Documentation](#).