

POLICY 6.1

GLADUE WRITER'S TRAINING: Registration

Approved date:	
Revision date:	
Authorized by:	Board of Directors, Indigenous Perspectives Society
Policy	<p>Payment must be received by the Society prior to the course start date.</p> <p>Late registrations are not permitted after 5 business days after the course start date. Individuals wanting to register for the course past the 5-day cut off will be directed to join the next cohort.</p>
Related policies	Refunds Policy 3.1 Course Deferral Policy 4.1
Purpose	To ensure consistency in registrations for Gladue Writer Training and provide students optimal opportunity for successful completion.
Procedures	<p>Payment must be received by the Society prior to the course start date in order to receive access to the course materials. Gladue administration staff email all pending registrants in the weeks leading up to the course start date notifying them of their outstanding payment.</p> <p>In the case that tuition payment has not been received before the start date, registered individuals will be removed from the course.</p> <p>In the case that a student is unable to complete the course and would like to withdraw, refer to the <i>Refunds Policy 3.1</i> and <i>Course Deferral Policy 4.1</i>.</p> <p>Individuals can request a T2022 tax receipt for their course. For individuals who request a tax receipt at the time of their registration, tax receipts are emailed to students in January of the year following their completion of the course.</p> <p>Waitlisted Registrations</p> <p>If the maximum number of seats are filled prior to the course start date, new individuals will be placed on a waitlist at the time of their registration. If seats open up for the session prior to the course start date or within 5 business days after the course begins, an IPS administrator will contact waitlisted participants in order of their place on the waitlist.</p> <p>Payment of the full tuition amount must be received by IPS prior to acceptance into the course and prior to receiving access to the course materials. Payment must be received within 5 business days after the</p>

course start date, otherwise the student will be moved to the next cohort.

Late Registrations

Late registrations are not permitted past 5 business days after the course start date. Individuals wanting to register for the course past the 5-day cut off will be directed to join the next cohort.

A late registration fee of \$250 will be added to their total course payment for students approved to register for the course after the course start date and before the 5-day cut off. If approved to join the cohort within the 5-day period, full payment must be received prior to receiving access to the course materials.

Moving a Registration to Someone Else

In the case that an individual is no longer able to participate in their Gladue course and wish to move their registration to another person, the original seat holder must email Indigenous Perspectives Society to request a change.

For approval in moving a seat to someone else, the full tuition must be paid prior to approval and prior to receiving access to the course. Moving a registration must be done within 5 business days after the course start date.

Institutions Registering Staff

For organizations registering and paying for staff members for Gladue Writers Training, payment must be received by IPS prior to the course start date. IPS requests that the paying organization includes a note specifying:

- The name of the registered participant(s) and
- The purpose of the payment

In the case that a student is no longer employed by their organization, is unable to complete the course, and the organization wishes to fill the seat, the organization must contact IPS to make a request to move the registration to a new staff member within 5 business days after the course start date.

T2022 tax receipts are not provided to organizations who register employees in the Gladue Writer Training.