

POLICY 1.16

Registration Policy

Approved date	August 2025
Revision date	
Authorized by	Board of Directors
Policy	Payment must be received for public trainings by the Society 3 business days prior to the training delivery date in order to receive access to participant materials and the training details.
Related policies	Refund Policy 1.17

Purpose

To ensure consistency in registrations for public trainings and provide participants optimal opportunity for successful completion.

Procedures

Each public training's registry closes 1 week prior to the delivery date.

Payment must be received by the Society 3 business days prior to the training start date in order to receive access to the participant materials and training details. The Finance Technician emails all pending registrants in the weeks leading up to the delivery date notifying them of their outstanding payment.

In the case that payment has not been received 3 business days before the start date, registered individuals will be removed from the training.

For trainings that take place over a full day or more, participants can request a T2202 tax form upon registration. Tax forms are distributed in January following the training delivery date.

Waitlisted Registrations

If the maximum number of seats are filled prior to the training 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 prior to 3 business days before the course begins, an IPS administrator will contact waitlisted participants in order of their place on the waitlist.

Payment must be received by IPS 3 business days prior to acceptance into the course and prior to receiving access to the training materials and details.

Late Registrations

A late registration is defined as an individual who registers for a training after the 1-week registry closure, but prior to 3 business day before the training start date.

In the case an individual wants to register within the late registration period, they must contact IPS directly at info@ipsociety.ca to request a late registration.

Late registrations are not permitted past 3 business days before the training start date. Individuals wanting to register for the training past the 3 business day cut off will be directed to join the next delivery date.

Moving a Registration to a Secondary Participant

In the case that an individual is no longer able to participate in the training 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 training materials and details. Moving a registration must be done prior to 3 business days before the training start date.

Institutions Registering Staff

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

- The name of the registered participant(s)
- The purpose of the payment
- The training payment is intended for

In the case that a participant is no longer employed by their organization or is unable to attend the training, 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 prior to 3 business days prior to the training start date.

Deferrals

In the case that a participant is no longer able to attend an upcoming delivery, they can email info@ipsociety.ca to request a deferral.

In the case of a no show without prior communication from the participant to IPS administration, no refunds will be permitted. If the no show participant contacts IPS within 5 business days after a public delivery has passed, the participant may be offered to defer their registration to the next session instead.

Withdrawals

To withdraw from a training, a registrant must email info@ipsociety.ca. All formal withdrawal requests received before 3 business days prior to the training delivery will be refunded. Any withdrawal requests within 3 business days prior to a delivery will not be issued a refund, but may be offered a deferral to an upcoming session.

Any withdrawal requests after a training delivery without prior communication will not be issued a refund.

Training Cancellation

In the case that a delivery needs to be cancelled by the institution, IPS aims to reschedule when possible. All registrants will be informed of their rescheduled training and will be offered to defer to the new date at no extra cost. In the case that a participant is unable to attend the new delivery date, a refund will be issued.

If a training is cancelled without rescheduling, an automatic refund will be issued to all registrants by the same method they originally paid.

If IPS does not receive a response from the registrant within 5 business days of communication being sent, their payment will be absorbed, and no refund will be issued.