



POLICY 3.1

GLADUE WRITER'S TRAINING: Registration

Approved date:	October 2024
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Authorized by:	Board of Directors, Indigenous Perspectives Society
Policy	Payment must be received for public trainings by the Society by 10 business days after registration or 3 business days prior to the training delivery date – whichever occurs first – in order to receive access to participant materials and the training details.
Related policies	1.1 Failing to Meet Criteria 2.1 Challenge of Grades 4.1 Bursary

Purpose

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

Procedures

The registry closes 1 week prior to the delivery date.

Payment must be received for public trainings by the Society by 10 business days after registration or 3 business days prior to the training delivery date – whichever occurs first – in order to receive access to participant materials and the training details.

In the case that payment has not been received by the due date, pending individuals will be withdrawn from the training.

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.

Waitlisted Registrations

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 3 business days prior to the course start date, an IPS administrator will contact waitlisted participants in order of their place on the waitlist.

Payment must be received by IPS within 10 business days of receiving the waitlist update from IPS OR 3 business days prior to the training start date – whichever occurs first – before being formally accepted into the course and in order to receive access to the training materials and details.



Moving a Registration to a Secondary Participant

In the case that an individual is no longer able to participate in the training and wishes to move their registration to another person, the original seat holder or their paying employer must email Indigenous Perspectives Society at info@ipsociety.ca 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 the registration must be done prior to 3 business days before the training start date.

Late Registrations

Late registrations are not permitted past 3 business days prior to the course start date. Registration requests after this due date will be directed to join the next cohort.

In the case of special circumstances that a late registration is permitted after the 3-business days prior to course start date, a \$250 late fee will be added to the total course payment. Full payment must be received by the Society by 5 business days after the course start date for late registrations. Students will not receive access to the course or materials until payment is received.

Institutions Registering Staff

For organizations registering and paying for staff members to take the Gladue Writer Training, payment must be received by IPS within 10 business days of registration OR 3 business days prior to the training start date – whichever occurs first – in order for the participant to be confirmed in the training and to receive training materials and information. IPS requests that the organization includes a note with their payment specifying:

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

In the case that a student is no longer employed by their organization and the organization wishes to fill the seat prior to 3 business days before the course start date, see “Moving a Registration to a Secondary Participant”.

Any requests from organization’s wishing to replace a staff member’s seat between 3 business days prior to the start date and the start date will be offered to defer the seat to the following session. Seat changes are not permitted if the previous staff member has already started the course material, in which case the organization must pay the full tuition for any new registrations.

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



Course Deferral

Participants who are unable to complete the course due to urgent circumstances may apply to defer completion of the course to the next scheduled session of the course at a reduced fee given:

- All coursework preceding the date of the application for the deferral has been completed
- The participant's grade(s) on coursework completed and submitted in the current session for deferral are such that successful completion of the course is possible
- The circumstances for the application are clear, supported by relevant official documentation and approved by the instructor and IPS administration

If approved, participants are only permitted to defer once and deferral is valid only for the following scheduled session. Participants who do not successfully complete the course on the second attempt will not be eligible to defer to a subsequent session.

Participants who wish to defer to a later schedule than the one following their original course registration will be required to pay the full tuition for the later session.

In all cases, participants must contact the instructor and IPS administration via email in a timely manner to request a deferral. In this email, participants must submit the "Gladue Deferral Request Application" found in the online course.

Deferral requests can be submitted for consideration up to 10 business days after the final assignment due date. Any requests received after this period will be denied unless under special circumstances.

Approved deferrals are required to pay an administrative fee of \$250.00 that must be received by IPS by 3 business days prior to the new session's start date to receive access to the course.

For approved deferrals, all previously existing course work grades will be transferred over to the following session with the deferral.

Refunds

Participants may be provided a full refund for requests made up to 3 business days prior to the commencement of the training. No refunds are provided if requested after this period.

If a Gladue cohort is cancelled by Indigenous Perspectives Society, participants will be offered a deferral to the next scheduled training session or offered a refund if requested.

In accordance with industry best practices and to abide by the Government of Canada's guidelines, Indigenous Perspectives Society will only return funds to the original payer. Course payment fees cannot be transferred to another person, institution, or other. The following applies to all refunds:

- Refunds will automatically be applied by the same payment method as originally received
- Any wire transfer fees or other bank charges associated with returning the funds will be subtracted from the amount returned



- Indigenous Perspectives Society may require 60 to 90 days to complete the return of funds
- Indigenous Perspectives Society bears no responsibility for funds that do not reach their destination due to inaccurate or obsolete financial information provided by the student and/or their paying organization. Students and/or their paying organization are responsible for all banking and foreign exchange charges associated with their payment/refund.