

	NSBOA POLICY	Number:	P1508-04	Rev:	01
	Title:	Course Enrollment Policy			
	Prepared:	July 2011	Committee Reviewed:	Oct 2011	
	Amended:	Feb 2012	Board Approved:	Mar 2012	

1.0 POLICY STATEMENT

The Nova Scotia Building Officials Association (NSBOA) is committed to making its professional studies program accessible to interested individuals in a fair and equitable manner. This policy recognizes that it is the individual’s responsibility to ensure compliance with enrolment procedures and requirements. This policy further recognizes that it is NSBOA’s responsibility to confirm participation with each individual.

2.0 PURPOSE OF THE POLICY

- 2.1 To ensure that enrolment in the courses is administered in a fair and equitable manner;
- 2.2 To reduce NSBOA financial risk;
- 2.3 To improve the timeliness of the release of pass/fail notification, letters of confirmation and certificates to participants.

3.0 PROCEDURE

- 3.1 Participants and/or their delegate must complete a registration form for each course they wish to take.
- 3.2 NSBOA does not allow student(s) to audit a course.
- 3.3 Payment, purchase order or verification from employer for the course must be received in full by NSBOA prior to the start of class. No refund will be issued after the start of the course however a credit may be extended if the participant is interested in pursuing further courses. This will be done at the discretion of the Project Administrator in consultation with the President.
- 3.4 Once payment is received, NSBOA will confirm registration with the individual and/or their delegate as instructed.
- 3.5 NSBOA undertakes to release pass/fail notification by email within 14 days of receipt from the exam marker. If this is not possible, participants will be notified by email of the release date.
- 3.6 NSBOA undertakes to release letters of confirmation and certificates to participants and/or their delegate within 2 weeks of pass/fail notification. If this is not possible, participants will be notified by email of the release date.

Signed,

President of NSBOA

Chair of Policy and Bylaw Committee