

Applicant Responsibility

The applicant is responsible for knowing the regulations of the Lakehead District School Board and for complying with them. Applicants should also familiarize themselves with Regulation 176/10, The Education Act, upon which the course requirements are based. None of the requirements will be altered or waived. Applicants who attend a course for which they have not received an official letter of acceptance do so at their own risk. A "Conditional Letter of Acceptance" does not satisfy this requirement. The Lakehead District School Board reserves the right to withdraw any applicant who submits documentation which is false.

Change of Name/Address

It is the responsibility of the registrant to notify Margaret Gerry **in writing** of any changes or corrections related to mailing address or officially recognized name.

Attendance

Students are expected to attend all classes. Should a student need to be absent for any reason, please inform the instructor. Make-up assignments may be required.

The number of hours of class time is regulated by the Ontario College of Teachers. It is the policy of the Lakehead District School Board that students meet the required hours of instruction as outlined. If students find themselves in a consistent time overlap with other school activities or are continually absent or late, consideration has to be given to participating in or withdrawing from the AQ course.

Withdrawal/Non-Attendance

Students who are unable to attend a course in which they are accepted should notify Margaret Gerry as soon as possible in writing by submitting a completed Additional Qualification Course Change/Withdrawal Form or sending a signed and dated letter or e-mail that states inability to attend or intention to withdraw from the course. Withdrawals are effective on the date upon which written notice is received. Never having attended, ceasing to attend, or advising an instructor that they will no longer attend classes does not constitute official withdrawal and will result in financial penalty. Candidates who withdraw from a course are refunded a prorated portion of their tuition fee.

Withdrawals based on medical or compassionate grounds, with supporting documentation, must be submitted to Margaret Gerry before the course ends.

Course Failure

Failure in an Additional Qualification course results when a candidate:

- a) ceases to attend class without informing Margaret Gerry;
- b) does not complete all course requirements.