

# Course Fees

## Fees

**Fee for each AQ course - \$595.00 (includes a \$100 non-refundable application processing fee).**

If a minimum of 15 individuals register for an AQ course, complete and pay full tuition for the course, then these participants will receive a rebate of \$60 each at the end of the course. This does not apply to individuals auditing the course as they are not included in the 15 participant count.

If a course is cancelled due to low enrolment, all fees paid will be returned to the applicant.

If a student withdraws from an AQ course after receiving confirmation that the course is running but before the course begins, the registration payment will be returned to the student minus the non-refundable fee of \$100.00. If a student is using the Board loan program as a method of payment for the course, he/she is responsible for payment of the \$100.00 non-refundable fee.

Personal cheques and money orders, made payable to the Lakehead District School Board, are accepted for payment of course fees at the first class. Applicants wishing to pay the tuition fee by debit, credit card, personal cheque or cash may do so with the receptionist at the Board Office **ONLY AFTER THEY RECEIVE CONFIRMATION OF THEIR REGISTRATION IN THE AQ COURSE.** The Board will allow credit card/debit payments to be made to the receptionist by phone.

## **ALL COURSES REQUIRE A MINIMUM ENROLMENT IN ORDER TO PROCEED**

### Leadership@LPS Program Members

The Board has a "loan program" for members of the Leadership@LPS program. This form can be download from this website (Application to Finance Tuition form). A copy of the "Registration e-mail" should be attached to the form when submitted.

### LTO/Occasional Teachers

The Board has approved funding assistance for its LTO/occasional teachers wishing to register in AQ courses offered by the Board. These teachers have the option of paying the full fee or paying in 2 installments - 1/2 payable at or before the first class and 1/2 payable midway through the course. Credit for the AQ course will only be granted once full payment has been received and the teacher has successfully completed the course. Until the full fee is paid, the teacher is under "Conditional Status" for the course.

### Auditing an AQ Course

**A fee of \$250.00 is due at the first class and includes a \$75 non-refundable application processing fee.** This amount is in addition to the cost of any applicable materials that are required for the course.

Auditing an AQ course allows individuals to attend class without working for or expecting to receive formal credit. Successful completion of any audited AQ course **WILL NOT BE REPORTED** to the Ontario College of Teachers.