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## **EXTENDED INSTRUCTIONAL COURSES**

### **LIFELONG LEARNING (CONTINUING EDUCATION)**

St. James-Assiniboia School Division Continuing Education will provide quality learning opportunities for participants to grow and learn in the areas of skill, self and social development. The intent is that individuals taking continuing education courses will be better able to prepare for the future according to his/her ability, interest and initiative. This Mission will be achieved through the use of community resources in partnership with the public and other stakeholders.

Courses in which instruction is provided depend on sufficient registration, availability of qualified instructors and appropriate facilities. Courses which do not meet these requirements will not be offered, or will be cancelled. Courses offered may include credit and non-credit courses for secondary students as well as adults. Courses offered will commence at various times during the calendar year, but will generally be scheduled in two sessions.

Registrations are accepted on-line at [www.localcourses.com](http://www.localcourses.com); by phone, fax, mail, walk-in, or by invoicing an employer.

The Board will consider partnerships with other organizations wishing to use Division facilities for the provision of lifelong learning related courses or activities. Courses or activities sponsored by other organizations shall not conflict with the mandate of Continuing Education without prior approval of the Board.

### **Cancellations**

When an individual enrolled in a Continuing Education courses wishes to cancel his/her registration, written notification must be received at least five working days prior to the commencement date of the course; full refunds will be issued. A full refund will be provided for courses cancelled by Continuing Education.

Fees paid with credit cards will be refunded back to the cardholder's credit card account. Fees paid by direct debit or by cash will be refunded by cheque within seven working days of the cancellation.

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**Registration Fees for Senior Citizens**

For courses offered by the St. James-Assiniboia School Division Continuing Education Program, a discount of 25% reduction in fees will be granted to those registrants who are 60 years of age or older and not employed full-time. Any other course fees must be paid by the student.

**Instructors**

Instructor contracts will confirm agreement for provision of all services necessary to deliver a course on the dates and times indicated including if required, but not limited to: instruction, preparation, marking and evaluation and student assistance.

Contracts may be cancelled at any time and for any reason as determined by the St. James-Assiniboia Continuing Education Program. In the event this should occur, payment will only be made for the number of hours of instruction having already occurred. There will be no payments made for courses cancelled prior to commencement. Substitute instructors, if required, or if there are changes to the date/time of class, must be approved by the Director before proceeding.

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