

Approval Authority: Education Council

Last Approved: November 13, 2024

Administrative Responsibility: Office of the Registrar

Next Review: November 2027

PURPOSE

This policy establishes guidelines and procedures for the development, approval, delivery, and administration of the Continuing Studies (COST) program at NVIT. The purpose is to ensure that high-quality, relevant, non-credit educational opportunities are available to meet student, community, and industry needs while aligning with NVIT's goals, mission, and vision.

SCOPE

This policy applies to all courses offered through the NVIT Continuing Studies program. Courses offered under this program are short-term, non-credit, non-transcriptable, and delivered in-person on the Merritt campus. Any courses proposed for off-campus delivery will be considered on a case-by-case basis. The policy provides a framework for relevant, responsive programming that complements NVIT's regular academic programming.

POLICY & PROCEDURES

Program/Course Development and Approval Processes:

- The NVIT Continuing Studies department determines the schedule and plans course deliveries under the program. Course deliveries are scheduled based on demand, interest, and relevance to the local community. Courses are delivered by contract instructors (non-employee) and licensed third-party agencies.
- Course materials and curriculum are designed and developed by the contractor or associated licensed third-party agency.
- Course registration fees are established based on contractor price and administrative time required.
- The NVIT Education Council approves all non-transcriptable NVIT courses and Micro-credentials and follows the A.3.1 Curriculum Development and Approval Process.

Registration and Fee Structures:

- Registrations are processed upon receipt of a completed COST registration form with payment or sponsorship form. Seats will not be held and registrations will not be processed without payment.

- The Immediate Entry Bursary, Steps Forward, NVIT Youth-In-Care Tuition Waiver, and Senior Citizens Tuition Waiver cannot be used for Continuing Studies course registrations.
- The minimum enrollment age depends on the certification provider (e.g., Red Cross, WorkSafe BC).

Course Cancellations and Refunds:

- Continuing Studies courses are offered on a cost-recovery basis. Insufficient enrolment will result in course cancellation. Cancellation decisions are made a minimum of one (1) week prior to the course.
- In the event of a course cancellation, a refund will be issued to all registrants.
- If a student withdraws from a COST course, a refund will only be issued if it is a minimum of one (1) day prior to the course start date. Refunds will not be issued for 'no shows' or when a student withdraws on the day of the course.

Partnerships with External Organizations:

- Any COST courses proposed for off-campus delivery will be considered on a case-by-case basis. A services agreement is required for all off-campus deliveries.
- Any courses that require a services agreement must be drafted through the Community Education department.

Deadlines and Timelines:

- Services agreements for off-campus deliveries must be in place at least eight (8) weeks prior to the course start date.
- Registration forms for off-campus COST deliveries must be submitted to the Enrolment Services department at least four (4) weeks prior to the course start date.

Accommodation and Accessibility:

- Requests for accommodation and accessibility should be directed to the Student Success Manager no later than two (2) weeks prior to the start of the course(s).

Student Records and Certification:

- Certificates for COST courses are typically issued by the course instructor and are issued in association with an accredited/licensed 3rd party agency (i.e. FoodSafe, Worksafe BC, Canadian Mental Health Association). All 3rd party issued certificates are not held with NVIT. Copies must be requested through the issuing agency.
- Occasionally, certificates may be issued by NVIT on behalf of a contractor through prior arrangement in a services agreement. All certificates issued by NVIT for COST courses will be

electronic or digital. No hard copies will be issued. Requests for duplicate copies may be subject to a reissuing fee.

- Information contained in a student record, is collected under the authority of the College and Institute Act. All information contained in student records will be protected and used in compliance with the B.C. Freedom of Information and Protection of Privacy Act (1996). NVIT is prohibited from providing information from student records to a third party unless written permission is granted via the Student Information Release form.

T2202 Tax Forms:

- To claim part-time months using T2202 tax credits, the student must have taken at least 12 hours of instruction per month.
- Tuition may be claimed if the course(s) fee is more than \$100 .
- All T2202 forms are available on NVIT Self-Service by the end of February annually.

Room Rentals for Duplicate COST Courses:

- NVIT reserves the right to decline rental requests from third parties seeking to offer educational courses, programs, or services that duplicate or compete with the institution's own course offerings.

There may be exceptions where a third-party offering aligns with or enhances the NVIT's goals, mission and values. The exceptions are subject to approval by the Director of Facilities and Registrar.

DEFINITIONS

Certificate or Certificate of Completion: an official document providing evidence of successful completion of a course.

Digital Badge: an electronic or digital certificate in PDF format that provides proof of participation and completion of a Continuing Studies course.

Non-transcriptable: non-credit courses that do not appear on an official transcript.

Student: an individual who is or was registered in a course offered through the NVIT Continuing Studies program.

Ticket: an official document providing evidence of successful completion of a course.

RELATED POLICIES

- A.3.9 Credentials Policy and Procedures
- B.3.3 NVIT Facilities Use
- C.1.6 Individual Conduct
- C.1.7 Academic Integrity
- C.3.15 Institute Fees, Senior Citizens
- C.3.16 Institute Fees. Youth-In-Care

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