

Administrative Course Policies

Withdrawal Policy – Hybrid Course / Intensive Course

For students who feel that they are unable to complete the course during a session, they must inform FNHMA in writing at education@fnhma.ca.

- The email subject line should contain: your name, the course, and the name of your instructor. In the body of the email please specify the reason for the withdrawal (*tracking the reason allows us to track trends and improve our programming*).

If Intensive	If Hybrid	Withdrawal Policy
Request submitted before your course registration is complete (welcome email/binder have not been issued).	Request submitted before course starts and welcome email/textbooks are issued.	No effect on transcripts. (Refund of course fee minus \$200 administration fee)
Request submitted up to 5 days before in-class session starts.	Request submitted before lesson 5 (halfway).	“VW” (voluntary withdrawal) issued on transcript(s). (50% refund on course fee)
After the VW deadline has passed.	After the VW deadline has passed.	“DNC” (Did not complete) issued on transcript(s). (No refund)

After withdrawing from a course, if the participant wishes to take the course again, full course fee payment is required, and the participant must take the entire course from the beginning.

Re-Enrollment Policy – Hybrid Course Only

A final grade of less than 60% will be recorded as a failure in the course.

- Students who **do not** meet the **required 60%** are eligible for a **one-time re-enrollment 20% discount** on the course fee.
 - Only those students who received a grade below 60% are eligible for this discount.
 - Students who received a VW (voluntary withdrawal) or a DNC (did not complete) are not eligible for the 20% discount and must pay the full course fee upon re-enrollment.

Extension Policy- Hybrid Course / Intensive Course

There are two options for extensions (you can only choose one)

- Two-week classroom extension or
- 4-month course extension

Note: You **cannot request** a 4-month course extension at the end of the two-week classroom extension.

Two-week Classroom Extension

- To request a two-week extension for a late assignment, your request must be submitted the day of or before the assignment's original due date. Please keep in mind that instructors may not be accessible during weekends, and there is a possibility of marks being deducted.

4 Month Course Extension

- If you anticipate needing a longer extension, a 4-month extension is available for \$175 per course. The fee **must be paid** or mark will not be given.
 - In certain extenuating circumstances (such as serious illness or bereavement), the course extension fee may be waived.

Course extension can be requested **the day of or before** the final assignment due date.

- Participants interested in a course extension must submit a written request to the **Instructor and TA**
 - The email subject line should contain the following:
 - your name
 - the course
 - and the name of your instructor.
 - In the body of the email please specify the following information:
 - Reason for the extension and request (*tracking the reason allows us to track trends and improve our programming*).

You will then receive a 4-month extension form, once your extension request form is submitted, you will receive a notification in your fnhma-online account. This email will contain extension requirements and details.

- The course extension provides four additional months to complete the last assignment (2 or 3).
- Discussion posts can be completed during this extension but only 1 mark will be given for each completed discussion. Those not completed will be given a mark of 0.
- If you cannot complete the assignment before the new extended deadline, email your instructor before the deadline with the reason for not completing the assignment during the extension.
- If the assignment is not submitted within the timeframe of the granted extension, a mark of 0 will be provided for the assignment.