

Policy History
Policy No. AD4
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Vice President Finance & Administration
Effective Date: May 2002

Continuing Education and Contract Services Policy

A. Statement of Policy Principles

Implicit in the University's Statement of Philosophy, Mission and Goals is a commitment to respond to the emergent short- term learning needs of the communities of Richmond, Delta, Surrey, Langley and White Rock. To achieve this objective, Kwantlen has established the capacity to provide cost recovery continuing education and contract services to the community that will provide programming in four major categories:

1. Short-term courses and programs that respond to the updating or upgrading training needs of adults within the University region and which meet the Ministry of Advanced Education's definition of part-time vocational training.
2. The priorities of this category are as follows:
 - a. Business training and upgrading
 - b. Career and professional development
 - c. Trades and vocational part-time upgrading
 - d. Health, social and human services upgrading and workshops
 - e. Fine arts upgrading and specialty training
 - f. Special interest courses related to employment upgrading or skills development
3. Courses, programs or special events developed in partnership with local Canada Employment Centers, business, industry or other agencies that

meet specialized learning needs or respond to specific skills shortages.

This category includes indirect purchases or training by contract with E.I.C., labour development boards, other funding agencies or extension courses offered in partnership with other departments of the University.

4. Courses or programs identified through the educational planning activities of the University as potential programs that could, if successful, be proposed to the Ministry of Advanced Education as new programs for inclusion in the regular profile of Kwantlen. University policies and procedures for the development and approval of new programs would apply.
5. General interest courses that respond to expressed needs.

NOTE:

Some courses offered under Categories II and III may also meet the Ministry of Advanced Education's definition of part-time vocational programs.

B. DEFINITION

The Ministry of Advanced Education defines Part-time Vocational activities as courses designed to prepare or retrain part-time adult students for the labour market, to upgrade their occupational skills or to provide emergency health training which could be of benefit to the community.

A. PROCEDURES

1. Course and Program Approval

All training activities proposed as continuing education or contract services offerings will be reviewed and approved by the Vice President / Administration & Student Services or designate. This review will ensure that the activity falls within an approved category and is in compliance with the terms and conditions of University collective agreements. All programs and courses proposed within Category III will require the approval of the University Curriculum Committees.

2. Staffing

All instructors hired for activities that fall outside the Faculty Association/Kwantlen Polytechnic University Collective Agreement will be made in accordance with the annual payment schedule established for Continuing Education instructors and approved by the Vice- President / Administration & Student Services.

- a. All instructors hired for courses or programs that have been listed in the Letter of Understanding between the University and the Faculty Association will be hired in accordance with the terms and conditions of the Faculty Association/Kwantlen Polytechnic University Collective

Agreement.

- b. All instructors hired on a Contract for Services for courses not listed in the Letter of Understanding between Kwantlen and Faculty Association will require the prior approval of the Vice President / Administration & Student Services.
- c. Every Kwantlen Polytechnic University employee has an obligation to report any information that is important to the safety and security of Kwantlen Polytechnic University and/or its students and employees.

3. Funding

Fees for Continuing Education programs and courses are to be established on a cost- recovery basis. In some cases, fees will be subject to GST.

4. Admissions and Registration

All Continuing Education students (Categories I, II, III and IV) will apply for admissions and be registered through the Continuing Education Department.

5. Student Records and Grades

- a. For activities that do not require course work or examinations, a document entitled "Statement of Attendance" will be issued.
- b. For activities that are accepted by employers, licensing agencies or educational institutions as bonafide learning or training activities, a statement of completion will be issued that will include a brief description of the activity, the number of weeks/hours required to complete it, and the grade or standing achieved by the student.
- c. For activities that fall within Category III, successful completion will be recognized with a Continuing Education college citation, certificate or diploma.

6. Student Support Services

- a. Students enrolled in Categories I, II and IV courses or programs will qualify for access to library services as community borrowers.
- b. Any programs listed on the Institutional Appendix is qualified to apply for student assistance.
- c. Students enrolled in Category III Part-time Vocational courses will be required to pay pro- rated fees to the Kwantlen Polytechnic University Student Association and will be entitled to the services and benefits of the

Student Association and to all available college student support services.

7. Fees

A fee schedule for all courses and programs will be established prior to advertising. The fee schedule will require the approval of the Vice President / Ventures, who is responsible for Continuing Education.

8. Refunds

All continuing education activities must be developed and presented to earn the highest level of student satisfaction and meet the College's high standards of excellence. However, under special circumstances, refunds of tuition fees may be appropriate. The following will apply:

- a. All refunds for students will be governed by the regular College refund policies.

(Refunds do not include the cost of books or supplies, meals or travel expenses.)