

Admission/Registration

- ◆ Students have 12 months from the date of registration to complete a course.
- ◆ 2011-2012 Admission/Registration Forms are available at:
www.edu.gov.mb.ca/k12/dl/forms

Course Fees

1 credit course = \$135 1/2 credit course = \$115

Miscellaneous Costs for Attending Students

	Cost	GST	Total
Repeat/Re-registration - 1 credit	\$60.00	\$3.00	\$63.00
Repeat/Re-registration - 1/2 credit	\$60.00	\$3.00	\$63.00
Replacement Materials	\$50.00	\$2.50	\$52.50
Exam Rewrite	\$50.00	\$2.50	\$52.50
Course Transfer	\$25.00	\$1.25	\$26.25

Course Re-registration

Courses may be repeated in the following circumstances:

1. Students who are unable to complete the course within one year may re-register once.
2. Students who fail to achieve a passing grade of 50% or more may re-register once.
3. Re-registration for a course must occur within 3 months of the expiry of the original registration. A new registration form with payment must be submitted when reregistering. ISO Facilitator's or a Principal's signature and parent/guardian are required.
4. Re-registration will provide an additional **6 months** to complete the course. If more time is required please register for the course again at a cost of \$135 (full credit) or \$115 (1/2 Credit). This will allow another 12 months to complete the course.

Replacement Materials

Students who have misplaced their ISO course materials will be required to complete the appropriate section of the registration form and send it to the ISO in order to receive a replacement.

Examination Re-write

Students who fail an examination will be allowed to re-write the midterm and/or final only once. An examination re-write must take place within the 12 month course registration time period. The fee must be paid for prior to an examination re-write.

Course Transfers

Students may transfer from one course to one of equal or lesser credit value within 30 calendar days of registering. Only one course transfer will be permitted per initial registration. Please call the ISO office if you are transferring to a subject of a higher credit value. Courses are not transferable between students.

Refund Policy

- ◆ Course refunds must be applied for within the first 30 calendar days of registration.
- ◆ A \$30 administration fee is deducted per course if the wrapping has not been opened.
- ◆ A \$50 administration fee is deducted per course if the wrapping is opened and the complete course is returned unmarked.
- ◆ Refunds will not be issued for reference materials, textbooks, videos, audio CD's, CD ROMs or other resources.
- ◆ Costs incurred in returning course material are at the purchaser's expense.
- ◆ The ISO office is not responsible for lost or damaged goods through the return process.
- ◆ The ISO office reserves the right to refuse a refund based on the return condition of the course material.

Please consult the Distance Learning Course Guide

for more details

www.edu.gov.mb.ca/k12/dl/iso