



**ARCHIVES SOCIETY OF ALBERTA
REGISTRATION AND ATTENDANCE POLICY**
(Effective February 2009)

The purpose of this policy is to create rules surrounding registration and attendance at workshops and other events organized by the Archives Society of Alberta (ASA).

Registration

- Registration for all ASA events is on a first come, first-serve basis.
- A person will not be considered registered in an ASA event until full payment for the event is received.
- If maximum registration for the event is reached prior to the registration deadline, a waitlist of registrants will be established in order of the receipt of registration. Places vacated through any cancellations will be filled from the waitlist in order from first to last, if the waitlisted student can be contacted in time to attend.
- The ASA Secretariat, in consultation with the ASA President and Education Committee, could restrict an individual's registration in ASA events on the basis of the following criteria: repeated non-attendance at ASA events, failure to meet deadlines, repeated lack of participation, disruptive class behaviour, or other serious repetitive behaviour.

Cancellation

- The following table summarizes how refunds will be processed if the ASA cancels an event or if participants cancel their registration in an event offered by ASA:

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Cancellation of event by ASA	Full refund
Cancellation by registrant before event registration deadline	Refund, less \$50.00 and cost of any materials sent to registrant
Cancellation by registrant up to one week prior to the event	Refund, less \$100.00 and cost of any materials sent to registrant
Cancellation by registrant less than 24 hours prior to the event	No refund

Attendance / Completion (Institute and Workshops)

- In the case of the ASA Institute and Special Topics workshops, the ASA will provide attendance certificates, signed by an ASA representative and the instructor, to each participant who completes the Institute or the workshop.
- Participants must attend and take part in all scheduled sessions in order to be granted the certificate of attendance. Instructors have the right to withhold the certificate in the case of substantive non-attendance or non-participation.
- In the case of the ASA Institute, the participant must complete the take-home assignment by the assigned deadline in order to receive a certificate.
- In the case of serious inappropriate behaviour during the Institute or a workshop, the instructor(s), in consultation with other instructor(s) or an ASA representative, may ask the participant to leave.

Exceptions to Attendance / Completion Rules (Institute only)

- A person who misses no more than one day due to a medical or family emergency that arises during the session will be provided with the opportunity to make up missed material and, upon satisfactory completion of the material within the assigned deadline, will be eligible for a certificate.
- A person who misses no more than one day for religious observance will be provided with the opportunity to make up missed material and upon satisfactory completion of the material within the assigned deadline, will be eligible for a certificate.

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February 2009