

ARCHIVES SOCIETY OF ALBERTA
EDUCATION PROGRAMME POLICY
(effective March 2006)

I. Archives Institute

A. Registration / Cancellation

- Registration is on a first-come, first-serve basis.
- If maximum registration 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, if the waitlisted student can be contacted in time to attend.
- Full refund, if the Institute is cancelled because the minimum registration number is not reached prior to the registration deadline.
- Full refund less \$50.00 and cost of any study materials sent out, if cancellation is received before the registration deadline.
- Full refund less \$100.00 and cost of any study materials sent out, if cancellation is received one week before the Institute.
- No refund if cancellation is received less than one week before the Institute.

B. Attendance / Completion

- The ASA will provide attendance certificates, signed by the ASA President and the Institute instructors to each participant completing the Institute.
- Participant must attend and participate in all scheduled sessions, day or evening, in order to be granted a certificate of attendance.
- Participant must complete the take-home sample fonds processing exercise by the assigned deadline in order to be granted a certificate of attendance.

C. Exceptions to Attendance / Completion

- 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 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 will be eligible for a certificate. A request for absence must be made at the time of registration.
- In both of the above exception cases, instructors will assign deadlines and assess whether material has been covered adequately before releasing the certificate.
- Other than in cases of the above exceptions, any participant missing two or more days will not be granted a certificate. The participant may be

given the opportunity to attend the next year's Institute at a reduced cost. The ASA Board of Directors will decide this on a case-by-case basis.

C. Restriction

- The Education Committee, in consultation with the President, could restrict an individual's registration on the basis of the following criteria: repeated non-attendance at ASA seminars/workshops, failure to meet deadlines, repeated lack of participation, disruptive class behaviour, or other serious repetitive behaviour.
- In case of serious inappropriate behaviour, the instructor(s), in consultation with other instructor(s) or the Education Committee chair, may ask the participant to leave the Institute.

II. Seminars, workshops and other ASA education events

A. Registration / Cancellation

- Registration is on a first-come, first-serve basis.
- If maximum registration is reached, a waitlist of registrants will be established in order of the receipt of registration. Places vacated through a cancellation will be filled from the waitlist, if the waitlisted student can be contacted in time to attend.
- Full refund, if the course is cancelled because the minimum registration number is not reached prior to the course registration deadline.
- Full refund less the cost of any study materials sent out, if cancellation is received before the registration deadline.
- Fifty-percent refund if cancellation is received after the deadline but more than one week in advance of the session.
- No refund if cancellation is received 24 hours or less before the session.
- No registration will be accepted after the registration deadline.

B. Attendance /Completion

- The ASA will provide attendance certificates, signed by an ASA official and the workshop instructor/s, to each workshop participant.
- In the case of substantive non-attendance at, or non-participation in, or non-performance at workshops, the instructor/s may withhold the certificate.

C. Restriction

- The Education Committee, in consultation with the President, could restrict seminar/workshop registration on the basis of the following criteria: repeated non-attendance at workshops, failure to meet deadlines, repeated lack of participation, disruptive class behaviour, or other serious repetitive behaviour.

- In case of serious inappropriate behaviour, instructor(s), in consultation with other instructor(s) or the Education Committee chair, may ask the participant to leave the workshop.

Education Committee
Archives Society of Alberta
March 2006