

HRPA Evening Academic Courses Registration Form 2011/2012 Sessions

Toronto Site
HRPA Education Centre
150 Bloor Street West, Suite 200, 2nd Floor
Toronto, ON M5S 2X9

Classes are held one evening per week for 13 weeks from 6:30 pm – 9:30 pm

Fall 2011 Registration Deadline: Sept 9, 2011
Winter 2012 Registration Deadline: January 6, 2012
Spring 2012 Registration Deadline: May 4, 2012

EAP courses qualify as the academic courses required for eligibility to write the NKE

Session Dates	Session Courses	Course Codes
Mondays		
Fall: Sept 12 – Dec 12, 2011	1. Human Resources Planning/ Organizational Behaviour	400/401
Winter: January 9 – April 9, 2012		400/401
Spring: May 7 – August 13, 2012	2. Human Resources Planning/Organizational Behaviour	400/401
Tuesdays		
Fall: Sept 13 – December 6, 2011	1. Human Resources Management/Health and Safety/Training and Development	402/403/408
Winter: January 10 – April 3, 2012		402/403/408
Spring: May 8 – July 31, 2012	2. Human Resources Management/Health and Safety/Training and Development	402/403/408
Wednesdays		
Fall: Sep 14 – December 7, 2011	1. Accounting and Financial Management/Compensation	404/405
Winter: January 11 – April 4, 2012		404/405
Spring: May 9 – August 1, 2012	2. Accounting and Financial Management/Compensation	404/405
Thursdays		
Fall: Sept 15 – December 8, 2011	1. Labour Relations*/Recruitment and Selection	406/407
Winter: January 12 – April 5, 2012		406/407
Spring: May 10 – August 2, 2012	2. Labour Relations*/Recruitment and Selection	406/407

*Labour Relations may involve one Saturday collective bargaining simulation; exact date to be determined

Course Registration Information:

1. Price: per course

HRPA Member price	\$445.00 + \$57.85 HST = \$502.85
HRPA Non-member price	\$545.00 + \$70.85 HST = \$615.85

2. Textbooks are included in the fees and are distributed at the first class.
3. For *Evening Academic Program Student Information*, go to the HRPAs Web site or e-mail registrar@hrpa.ca.
4. HRPAs maintains academic files for members only. Upon joining HRPAs, original grade letters for credits previously earned must be submitted for inclusion in the member file.
5. Written and verbal proficiency at the Ontario post-secondary level is necessary to successfully complete these courses.

Registration Information	
Name	
Member Number (if applicable)	
Title	
Preferred Mailing Address	
Preferred Phone Number	
Preferred Email Address	
Course Title/Session	
Course Title/Session	
Course Title/Session	

Method of Payment

Please indicate payment method and the amount to be charged to the credit card, if applicable. If paying by credit card, payment information may be faxed to (416) 923-8956. Registration will not be processed unless accompanied by payment.



\$ _____ Cheque Visa American Express MasterCard

Credit Card Number

Date of Expiry (m/y)

Signature of Cardholder

Evening Academic Program Policies and Procedures

HRPA does not recommend that individuals take more than three courses per semester if they are employed. The work load of multiple courses while meeting employment expectations can be challenging. Evening Academic Program participants are not afforded any separate or unique consideration in the certification process. All individuals seeking certification must follow the same guidelines and requirements in pursuance of certification.

Individuals completing courses through HRPA are not exempt from any certification requirement; including the degree requirement.

Course Offering Cancellation

HRPA endeavors to uphold the intended offering of courses in all circumstances. However, if minimum attendance is not achieved, HRPA reserves the right to cancel or reschedule full courses at no cost to HRPA.

As individuals often register right up until the planned offering, HRPA will wait until as close to the start date as possible to try to attain the required number of registrants to run a the course. Unfortunately however, this may result in cancellation notice close to the start of the commencement of a course.

Deferrals

Students are advised that no course deferrals are permitted. Deferrals due to extenuating circumstances such as illness or bereavement may be considered at the discretion of the Registrar. Supporting documentation will be required as part of the consideration.

Withdrawals & Refunds

Students must send a withdrawal request and a request for refund to the Office of the Registrar at registrar@hrpa.ca . A full refund (minus a \$25 administrative charge) is available where notification is received by the HRPA's Office of the Registrar, in writing, up until the end of the first scheduled class.

A 50% refund (minus a \$25 administrative charge) is available where notification is received by the HRPA's Office of the Registrar, in writing, after the first scheduled class and by the end of the third scheduled class. Registrants must also return the textbook in its original condition (no writing, highlighting or other markings will be accepted) otherwise the cost of the textbook will be deducted from the refund amount. Requests for withdrawal from the course after the third class will be accepted without any academic penalty, but there is no refund of any fees paid.

Student Code of Conduct:

In order to protect the integrity of the teaching, learning, exams and evaluation processes of HRP, it shall be considered an offence for any student;

- to use or possess any unauthorized aid, to obtain or receive unauthorized assistance, or to impersonate any other person at any term test or examination;
- to knowingly represent any idea or expression of an idea or, work of another, as that of the student's in any work submitted during the course;
- to submit any work containing a purported statement of fact or reference which has been invented without foundation, falsified or concocted;
- to forge or in any way alter or falsify any record, or to utter or make use of any such forged, altered or falsified record;
- to behave in any manner that is disruptive to the class and detrimental to the learning experience of the other students.

In cases of plagiarism, invention without foundation or falsification such as those issues outlined above, the student will be notified of the accusation by the Instructor or Registrar as applicable in the circumstances.

In the case of suspected cheating during an exam or, the Proctor's belief that cheating has occurred, the following steps will be taken;

- the exam will be confiscated;
- the student will be escorted from the examination location or venue;
- the Instructor will notify the primary staff liaison for the program, in writing;
- the Registrar will be advised, will consider the matter and recommend any action.

Student Privacy – Collection of Personal Information

HRPA is committed to protecting the privacy of your personal information. Information collected from the Evening Academic registration will be used for course related processing purposes and to notify you about HRP programs and services. Students are advised that their preferred contact information will be supplied to their specific course instructor for the purposes of effective course administration and for emergency notifications e.g. classes cancelled. For further information about HRP's privacy policy, please visit our website at www.hrpa.ca and go to the "privacy" link.

Registration Declaration

By signing below, I confirm that I have read and understood the above noted Evening Academic Program Policies and Procedures. A full copy of the policies and procedures may be found on the Office of the Registrar section of the website. Program participants are advised they must read and abide by the Evening Academic Program Guide in its entirety, along with the HRP Rules of Professional Conduct. The Rules of Professional Conduct may be found on the HRP website at www.hrpa.ca.

Signature of Course Registrant

Date of Signature