

## **HEADSTART IN ART POLICIES & PROCEDURES FALL 2022**

This is a university-level course. By submitting the application form, you are expressing a commitment to participate in the course. If you meet the admission requirements you will be automatically registered into the course and will be obligated to abide by the Emily Carr University of Art + Design policies and procedures. Please read the following information carefully before submitting your application.

### **ATTENDANCE**

Class attendance at Emily Carr University is mandatory and unexcused absences may result in failure and/or suspension from the course. Absenteeism, chronic lateness and non-participation will affect the final grade.

- To formally excuse an absence due to illness or emergency, students must phone or send an email to the instructor by the end of the day.
- If students miss a class it is their responsibility to determine what was missed and to complete the work, both in class projects and homework. Students cannot expect instructors to repeat lectures, workshops, and demonstrations which occurred during their absence.

### **WITHDRAWAL POLICY**

If you decide that you no longer want to participate in the course, you must submit a written withdrawal request to ECU Student Services Registration [reghelp@ecuad.ca](mailto:reghelp@ecuad.ca) . Failure to submit a withdrawal request within published deadlines will result in an "F" grade being recorded on the student's transcript and they will be responsible for full tuition fees.

### **WITHDRAWAL REQUESTS**

BEFORE the start of the second class will receive a 75% refund; there will be no refund issued for any requests received after this deadline.

AFTER the start of the second class but before September 30, an official withdrawal will result in a "W" grade being applied to the student record, no refund will be issued. Any requests received after the September 30, deadline will result in an "F" grade.

Withdrawal requests must be submitted to Student Services Registration by fax, e-mail, or mail:

Student Services Registration  
Emily Carr University  
520 East 1st Avenue  
Vancouver, BC V5T 0H2  
E-mail: [reghelp@ecuad.ca](mailto:reghelp@ecuad.ca)

### **TUITION FEE DEADLINE**

Students are responsible for the full amount of tuition in order to complete registration for a course. Fees will be adjusted only if courses are dropped within published deadlines. Tuition fees are due, in full, on or before September 24, 2022. If fees are not paid, the student will be de-registered.

UPON ACCEPTANCE TO THE PROGRAM, tuition is due to FINANCIAL SERVICES at Emily Carr University. Payment can be made with debit card, cash, cheque or money order. Payment can be made online through your financial institution as well.

### **TO PAY BY CASH/ DEBIT CARD**

Please visit FINANCIAL SERVICES in person, payment window located in Student Commons, Level 2.

Hours of operation:

FALL/WINTER/SPRING: 8:30 – 4:30 M-Th, and 10:00 – 4:30 F

SUMMER: 8:30 – 4:00 M-Th, and 10:00 – 4:00 F

### **TO PAY BY CHEQUE/MONEY ORDER**

Make your cheque or money order payable to Emily Carr University.

Write your Emily Carr student number and name on the front of the cheque.

Mail the cheque to:

Financial Services

Emily Carr University

520 East 1 Avenue

Vancouver, BC V5T 0H2

Payments must reach Financial Services by the published tuition deadline. Please allow seven business days for your payment to be posted. All cheques must be dated no later than the published tuition deadline. Cheques dated after the tuition deadline date are considered late. There is a \$25 fee for all returned cheques.

#### TO PAY ONLINE

Register for online (internet) or telephone banking with your bank or credit union. Most Canadian banks and credit unions are set up to accept payment to Emily Carr 24 hours a day. Follow the steps below to make a payment.

Register with your bank for online or telephone banking:

- Go to “make a payment” or “pay bills and transfer funds” depending on your financial institution
- Add Emily Carr University as a PAYEE / BILL PAYEE on your account
- Use your Emily Carr student number as your account/customer/invoice number
- Return to “make a payment” or “pay bills and transfer funds” depending on your financial institution
- Enter amount of payment and select Emily Carr as the Payee

Allow three business days for your payment to be applied to your Emily Carr student account. For further information contact [cashier@ecuad.ca](mailto:cashier@ecuad.ca)

#### **INFORMATION RELEASE FORM**

Due to Protection of Privacy legislation, ECU cannot assist or give student record access to a third party (including a student’s parent, relative or School District) without written permission from the student. A release form can be filled out by the student and will be kept on file in Student Services at Emily Carr University for the duration of the student's studies, unless otherwise notified in writing.

If you want to allow your parent or School District to discuss any aspect of your student record with our office, please request and fill out an Information Release Form and submit it with your application.

#### **GRADES**

Grades will be submitted at the end of the course and will be recorded on the student’s university transcript. Students will receive 3 university level credits for the course. No high school credit is given for completion of the course.