
HEADSTART IN ART POLICIES & PROCEDURES

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 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.

WITHDRAWAL POLICY

If you decide that you no longer want to participate in the course, you must submit a written withdrawal request to Student Services at Emily Carr University. 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 received:

- before the start of the course will receive a full refund.
- 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 18, an official withdrawal will result in a "W" grade being applied to the students record, no refund will be issued. Any requests received after the September 18 deadline will result in an "F" grade.

Withdrawal requests may be submitted to Heidi Maddess by fax, e-mail, or mail:

Emily Carr University
Student Services, Attn. Heidi Maddess
1399 Johnston St
Vancouver, BC V6H 3R9

Fax: 604 630 7424
Email: hmaddess@ecuad.ca

TUITION FEE DEADLINE

Students are responsible for the full amount of tuition once they are registered for a course. Fees will be adjusted only if courses are dropped within published deadlines. Tuition fees are due, in full, on or September 18. If fees are not paid by the deadline, the student will be de-registered and will still be responsible for the fees assessed.

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 or relative) 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 for the duration of the student's studies, unless otherwise notified in writing.

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

APPLICATION CHECK LIST

In order to complete your application, you **MUST** submit the following:

- Application Form
- Grade 12 course requests or interim transcript
- Recommendation Letter from your Art teacher
- Information Release Form (optional)