

## 2008 FALL NIGHT SCHOOL PROGRAM

### IMPORTANT PROGRAM and REGISTRATION INFORMATION

- Registration forms are available at your day school Guidance office or Continuing Education, 440 Albert Street.
- Adults **not** attending day school must make an appointment to receive course approval. Please call our Continuing Education offices at 613-239-2620 to make an appointment.
- Registration for day-school students will not be processed without the approval of the home day-school principal or designate.
- Students will be withdrawn from night school if they register in a course that they are presently taking in day-school.
- Students are encouraged to identify a second choice course as courses with insufficient enrolment will be cancelled or relocated. Every attempt will be made to inform registrants if it is necessary to cancel or transfer a course to an alternate location.
- **A textbook deposit fee of \$80 per course is payable upon registration. Only cash or money orders made payable to the Ottawa-Carleton District School Board will be accepted. An \$80 refund will be issued to students upon return of the textbook in satisfactory condition at the end of the course. A \$20 administrative fee will be withheld for students withdrawing before a course begins or ends.**
- A fee is required for all international and out-of-province applicants. Please contact Continuing Education.
- A \$20 non-refundable consumable fee per course will be payable at the first class.
- All students must complete a summative assignment and/or write a final exam in order to complete the requirements of the course. Examinations must be written during the scheduled time. There will be no exceptions. Please plan your schedules accordingly.
- More than 2 absences, excessive lates or unacceptable behaviour will result in the student being withdrawn from the program.
- Full disclosure is in place for grade 11 and 12 courses.
- Special Education support services are not provided.

Please note: Day-school staff at the night school sites is not able to assist with night school inquiries. Please direct inquiries to the Continuing Education Department.