



Professional Development Handbook



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Overview



The Professional Development Handbook has been created to provide you with clear guidelines and policies on Nipissing University offerings. The Office of Extended Learning is dedicated to ensuring our offerings are high-level, enriched learning experiences in inclusive and supportive learning environments.



Questions and meeting requests should be submitted in writing to the Office of Extended Learning: extendedlearning@nipissingu.ca

Refunds/Cancellations

Cancellations and/or refund requests must be submitted to Extended Learning via email to extendedlearning@nipissingu.ca a minimum of 7 days prior to the start date of the offering. Unfortunately, we are unable to approve refund requests less than 7 days prior to the start date.

If the cancellation is due to an injury, illness, or special circumstances, please contact the Extended Learning office to discuss a potential partial refund.

If a refund request is approved, an administration fee of 5% of the total purchase amount will be held (example: if the total charge was \$100, \$5 would be held and \$95 would be refunded).

Nipissing University reserves the right to cancel professional development offerings without notice. Should a cancellation take place, you will receive notification via email with as much notice as possible along with a full refund.

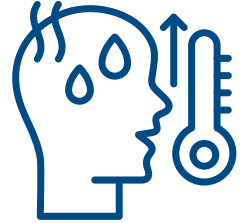


Communication & Updates

Participants will receive important information about Extended Learning offerings via email from extendedlearning@nipissingu.ca.

Typically, program information emails are sent 2-3 business days prior to the start date of the program for offerings with scheduled times, or within 2-3 business days of registration for offerings with self-guided timelines.

In the event of a cancellation, participants will be notified via email from extendedlearning@nipissingu.ca. If the cancellation is last minute in nature, participants will be notified via a phone call from Extended Learning followed by an email confirmation.



Health Policy

If your program offerings is occurring in person on Nipissing's Campus, the following health policy applies:

Participants must remain home if they are experiencing any symptoms such as sore throat, difficulty swallowing, runny or stuffy nose, headache, extreme tiredness, muscle aches, nausea, vomiting, diarrhea or otherwise feel ill or not well.

A participant may return to campus after symptoms have improved for at least 24 hours (48 hours for gastro related symptoms). If a participant tested positive for COVID-19 and return to campus, they are required to wear a 3-ply mask for ten (10) days.

The full policy can be viewed at: <https://www.nipissingu.ca/departments/human-resources/policies-and-procedures/covid-19-illness>



Photo & Video Release

Nipissing University is a public institution, and participants consent upon registration that they may be in photos and/or videos when participating in on campus offering and will release the right to use any photo or video materials of themselves, without limitation on time or frequency, for promotional, instructional, or educational purposes regarding the programs which operate under Nipissing University.

Should they not want themselves in any photos and/or videos they must contact the Office of Extended Learning via email: extendedlearning@nipissingu.ca to communicate their request. Extended Learning will flag participants who cannot be photographed/videoed on the registration lists.

Any employee who uses their own device to take photos and/or videos of participants must submit their photos to the Office of Extended Learning via email: extendedlearning@nipissingu.ca and delete content from their personal devices. Staff members are prohibited to share or post photos and/or videos of participants at any capacity (texting to friends/family, posting to social media accounts etc.).

Contact Information

Extended Learning

extendedlearning@nipissingu.ca

Phone: 705-474-3450 ext. 4180

www.nipissingu.ca/extendedlearning