



The Ontario Association of Committees of
Adjustment and Consent Authorities

Primer on Planning Course

Offered by:  **AMCTO**
THE MUNICIPAL EXPERTS

Assignment Schedule

Registration is open from Dec.1/08 to Jan. 9/09. Payment must accompany the registration form. Shipping of materials will start after registration closes and you will receive your package by Jan. 26/09 (two weeks before the first Assignment due date).

It is important to read the Student Handbook that you receive with your materials. As a Student, you are expected to make every effort to adhere to the schedule outlined below. The key is to organize your time, to start early in each two-week period and to avoid getting caught in a "last minute scramble."

Please take note of the Late Assignment Submission Policy (on page 2). It will also be included in the Student Handbook that you receive.

ASSIGNMENT DUE DATES: Winter 2009 Term

#1	February 9
#2	February 23
#3	March 9
#4	March 23
#5	April 6
#6	April 20

The Primer on Planning Exam is scheduled for Monday, May 11, 2009.

Variations of this day require AMCTO approval.

YOU are required to fill out and submit an **Exam Registration form** and **return it to AMCTO by Apr. 9/09**. This information is necessary to prepare and send the exam package to the Proctor that you identify on the form. The exam registration form will be included in your assignment package that you receive by Jan. 26/09.

Send the exam registration form separate from any assignment to:

AMCTO

Fax: 905-602-4295

OR

Email : education@amcto.com

Refund Policy

A student who withdraws from any unit before the first scheduled assignment due date will be entitled to a refund of fees less an administration charge (\$52.50 includes 5% GST). Students must apply in writing and return the unit materials to AMCTO for a refund. There will be no refunds granted for cancellations received after the first assignment due date. A student cannot transfer their registration or payment to another scheduled term.



Late Assignment Submission Policy

Purpose:

The purpose of this policy is to define the consequences for the late submission of assignments. The impetus behind this policy is the protection of the students' ability to remain on schedule, as well as the Association's ability to manage the logistics of the course.

Policy:

- 1) All assignments are due by 11:59 pm on the stated due date. Assignments received after this time are considered late.
- 2) Assignments submitted late to AMCTO will automatically receive a mark deduction of 10%.
- 3) Assignments submitted thereafter will receive a 5% mark deduction for each additional day of lateness.
- 4) Assignments not received by AMCTO within 7 calendar days (inclusive) of the due date will receive an automatic mark of zero.
- 5) AMCTO does not guarantee the return of late assignments to students, in the requisite time stipulated for on-time assignments, in the AMCTO Student Handbook and AMCTO Marker Agreement.
- 6) AMCTO will not guarantee the return of late assignments to students before the writing of the Final Examination.
- 7) Students can request waiver of the above stated consequences by submitting documented proof of exceptional circumstances. AMCTO may waive the consequences of a late submission of an assignment upon review of the student's request for a waiver.
- 8) If a student asks for exceptional circumstance status, and is refused by AMCTO staff, the student can appeal the decision to the AMCTO Manager of Education and Professional Development. The decision of the Manager of Education and Professional Development will be final.