



The Ontario Association of Committees of  
Adjustment and Consent Authorities

## *Primer on Planning Course*

Offered by:



## *Assignment Schedule*

**Registration is open from July 3/10 to August 13/10. Payment must accompany the registration form. Shipping of materials will start after registration closes and you will receive your package at least 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:** the Late Assignment Submission Policy attached here is under review and will be distributed to enrolled students with the revised Student Handbook.

### **ASSIGNMENT DUE DATES: Fall 2010 Term**

#1	September 7 (Sept 6 is Labour Day holiday)
#2	September 20
#3	October 4
#4	October 18
#5	November 1
#6	November 15

**The Primer on Planning Exam is scheduled for Monday, December 6, 2010.**

*Variations of this day require AMCTO approval.*

**YOU MUST** fill out and submit the **Exam Registration form** and **return it to AMCTO by Nov. 8<sup>th</sup>**. This information is required to prepare and send the exam to the Proctor you identify on the form. This form will be included in your assignment package. **Please send this registration separate from any assignments to:**

**AMCTO**

**Fax: 905-602-4295**

Email : [education@amcto.com](mailto:education@amcto.com)

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**Refund Policy:** A student who cancels from any Unit before the first scheduled assignment due date is entitled to a partial refund of fees less an administration charge of \$56.50 (includes 13% HST). In order to receive the partial refund, you must return the unit materials in the same condition as received to AMCTO and include your written notice of cancelling. Unfortunately, AMCTO cannot accept the materials if they are not in the same condition as you received them. In this case, please keep the materials. You still must send your written notice to AMCTO and the total cancellation fee from the Unit will be \$141.25 (includes 13% HST). No refunds will be granted for cancellations received after the first scheduled assignment due date. A student cannot transfer their registration or payment to a later date.



## 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.