

## COLLEGE POLICY

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Policy No. & Title: **C-403 Custom Contracts**  
Policy Sponsor: Vice President, Admissions and Financial Aid  
Reference Cmtee: Policy & Procedure Committee  
Effective: 2023-07-01  
Next Review: 2026-07-31

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### **Purpose**

Students get the most value from taking a complete College program with a full curriculum that allows them to graduate with a recognized diploma. However, on occasion a student may require specific training. This will require a custom contract and schedule.

Within this context, this policy establishes the guidelines and expectations for the creation of custom contracts.

### **Scope**

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

### **Definitions**

n/a

### **POLICY**

- 1) The College strongly recommends students take complete programs. Recognizing there are exceptions based on prior learning, funding body restrictions, or other such factors, custom contracts may be created.
- 2) The College shall ensure no “custom courses” exceed \$1000 or more than 40 hours (when using the standard enrolment contract).
- 3) The College shall not issue contracts over \$1,000 for any student who pays any sum on their own.
- 4) A “custom course” exceeding \$1000 may be sold to WSIB using a third-party contract, if:
  - a) The third-party agency pays for the full cost and the student pays nothing, and
  - b) Payment comes directly from the third-party and not via the student.
- 5) One “certificate contract” may be generated for a custom WSIB third party funded student. There is no limit to the dollar value or hours.
- 6) Any student taking a custom program shall receive a custom schedule.
- 7) Any student taking a custom program shall not receive a College diploma. They may only receive a College certificate and transcript.

**Exemptions (Ontario Only):** The following programs/certificates are not registered through the Ministry of Colleges and Universities and are therefore exempt from the custom certificate contract limitations stated above:

- Acupuncture Part Time
- Contemporary Acupuncture for Health Professionals
- Aromatherapy Practitioner
- Certified Herbalist
- Certified Iridologist
- Certified Reflexology Practitioner

Custom contracts created using the above programs/certificates will include all modules requested by the student, provided that there is no more than a three-week gap between scheduled modules. If a break exceeding three weeks occurs, a secondary contract will need to be created.

### **Related Policies**

C-401 Admissions

### **Supporting Documents/Forms**

C-403p Custom Contracts – Procedure