COLLEGE POLICY

Policy No. & Title:	**C-403 Custom Contracts**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

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 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.
8) 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 Practitioner
- Contemporary Acupuncture for Healthcare Professionals
- Acupuncture Practitioner for Healthcare Professionals

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