

IBEC Program Policies & Guidelines

GENERAL REQUIREMENTS

- Western's IB Educator Certificate program is a fully online, 6-month program that is comprised of 4 consecutive modules. Each module is 5 weeks in length with a compulsory break in between the start of each module. In total, the entire program will be completed within a scheduled 26-week timeframe.
- This program of study is a cohort model. This cohort structure will provide ongoing support within the course work, enabling students to develop a professional community of practice. To ensure the integrity of the cohort model, continuous enrollment is required, and will necessitate that students complete all of the required modules within the stipulated timeframe.

PROGRESSION REQUIREMENTS

- Each module must be successfully completed in order to advance to subsequent modules. A pass is the equivalent of 60% in each module.
- The progress of each student is subject to various forms of evaluation on a regular basis. Eligibility to remain registered in any module, and to progress to the next module, depends on a student's ability to maintain a satisfactory level of academic, professional and pedagogic performance in all components of the program (i.e., collaborative inquiry, assignments and discussion). At the discretion of the Program Coordinator and in consultation with the student's instructors, a student who has not achieved a satisfactory level of performance by the end of a module will not progress to the next module and may at any time, be required to withdraw.

WITHDRAWALS OR DROPS

- Withdrawals from the IB program have corresponding financial implications. To withdraw from the program, the student should notify the Program Coordinator immediately by sending an email to ibwestern@uwo.ca. **Note: non-participation in a module does not presume formal withdrawal.**
- Requests to withdraw from the program must be received 1 week before the program start date.
- Withdrawal requests received after the program has begun will result in a failing grade. **Note: credit will not be retained for partial completion of the program.**

PAYMENT POLICY

- All payments are to be made in the application portal. We accept payment using Visa and Mastercard.
- There is a one-time, non-refundable application fee.
- Payment is to be made in full prior to starting the program. Modular payment options may be available. Please email ibwestern@uwo.ca for more information.

REFUNDS

- All application fees are non-refundable.
- A full refund, less any application fees, will be granted up to 1 week **prior** to the program start date.
- No refund will be issued after classes have begun. For modules that have not started, a full refund, less any application fees will be made.
- If a modular payment option has been granted, no refund will be issued after classes have begun.
Note: outstanding modular payments will result in an automatic withdrawal and loss of credit.

COURSE CANCELLATIONS

- All module offerings are subject to enrollment numbers. Any module for which there is insufficient enrollment will be cancelled. Candidates who are enrolled in a module that is cancelled will be notified by email and provided with a tuition refund or the opportunity to defer enrollment.

PROGRAM DEFERRALS

- Students who defer the program start date will forfeit their application fee.
- Requests to defer starting the program until the next available session must be received no later than 1 week before the program start date.
- Deferrals will not be granted once the program begins and will be classified as a withdrawal. This is to ensure the integrity of the cohort model and provide a professional community of practice throughout the duration of the program. **Note: modules cannot be completed on an individual basis.**
- Under exceptional circumstances, a candidate may be permitted to defer enrollment after the program begins to the next available cohort. Such exceptional circumstances will be adjudicated on a case-by-case basis by the Program Coordinator. The opportunity to retain credit for completed modules will need to be reviewed at this time and may only be granted to the next available cohort.
- Students who defer the program will be required to pay the difference in the program fee should there be a fee change in the subsequent semester.
- Deferrals are not guaranteed and are contingent upon enrollment numbers.

TAX RECEIPTS

- A T2202A (Tuition and Education Amount Certificate) is not issued by Western for the IB program as this is considered a non-degree, non-credit program. For more information regarding tax credits, please visit the Canada Revenue Agency, or consult a tax professional.