



Fire Inspectors Association of Nova Scotia

PO Box 8566 / Halifax, Nova Scotia / B3K 5M3

Policy on course cancellation

1.0 POLICY STATEMENT

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that the professional studies program is delivered in a fair and equitable manner. It is also committed to ensuring that all participants in the program can benefit from the experience of this unique learning experience.

2.0 PURPOSE OF THE POLICY

- 2.1 To ensure that all FIANS members are well and equally served by the association in the professional studies program; and
- 2.2 To employ best practices with regard to participation in a professional studies program.

3.0 PROCEDURE

- 3.1 Appropriate notice (not less than 6 weeks) will be given to the membership and others who have expressed an interest in the professional studies program as to the availability of content of courses. Registration forms will accompany the notice and will provide further logistical details.
- 3.2 Registrations will be accepted by the Administrative Officer through email, mail or fax. The Administrative Officer will monitor registrations to ensure that there are a sufficient number of participants to make the course viable from both a learning perspective as well as a financial one.
- 3.3 If registrations are low, a second notice will be sent to the membership and others who have expressed an interest in the professional studies program within two weeks of the course date.
- 3.4 If there are still less than three (3) people within one week of the course start date, the course will be postponed and notification will be given to those that have registered.
- 3.5 Course registration costs that have been paid to the Association prior to the cancellation will either be held as a credit or reimbursed to the individual/municipality in question.

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Reviewed by the Board of Directors May 6, 2013

“Dedicated to saving lives and property through the prevention of fires”