

# Eligibility, Registration & Cancellation Policy

## **The Who: Eligibility**

All permanent employees are eligible to participate in the Focus On Learning courses. In some instances, a particular target audience has been identified, for example, PR&P, and Supervisor's sessions, so attendance will be limited to eligible members of these groups.

## **The How: Registration**

For fast and easy registration, the HR/EHS development website provides one stop shopping at [www.brocku.ca/hr/training/focus/index](http://www.brocku.ca/hr/training/focus/index). All workshops require prior registration.

Once registered, participants will receive email confirmation or notification that the course is already full and they have been placed on a waiting list to be contacted if space becomes available or additional workshops are offered.

If a confirmation notification is not received within 24 hours, contact [hrehlearn@brocku.ca](mailto:hrehlearn@brocku.ca) for assistance.

## **The How Much: Costs**

Unless otherwise specified in the guide, development, material and facilitation costs are covered through Human Resources and Environment, Health & Safety training and development allocation budgets.

## **Second Chances: Cancellation**

Participants may withdraw from a course up to three days (72 hours) prior to the start of the course without any penalty by emailing [hrehlearn@brocku.ca](mailto:hrehlearn@brocku.ca)

Whenever possible cancellations are filled from a waiting list, so as much advance notice as possible is appreciated.

Any questions with respect to the above procedures may be directed to [hrehlearn@brocku.ca](mailto:hrehlearn@brocku.ca) or to HR/EHS Reception at extension 3274.