

WFD Enrollment Policies

Enrollment

Sinclair Workforce Development has an open enrollment policy for noncredit programs. Registration for noncredit classes or programs are accepted on a first-come, first-served basis. Due to limited seating, we encourage early registration.

Any person interested in enrolling must meet the following entrance requirements to ensure eligibility and course progression:

(1) Participant must be at least 18 years old at the start of the program.

Participant less than 18 years of age prior to the start of the program must provide the signature of parent or guardian to enroll.

Any request for an exception to the requirement that Participant be at least 18 years old at the start of the program, must be submitted in writing by the proposed Participant and signed by the proposed Participant's parent or guardian.

(2) Specific courses or programs may have additional requirements for enrollment. Check course or program description for additional information.

Registration/Payment

Registrations for noncredit courses or programs will be accepted and processed only if all information is complete. Registration is not completed until the entire cost is paid in full. Participant must complete the online registration form for the class or program, or register over the phone, as well as meet any prerequisite requirements (see course description). Unless otherwise stated, the registration fee will cover all instruction and program materials.

Credit cards are the preferred form of payment. Visa and MasterCard are accepted at the time of registration. In some circumstances, invoices can be submitted for payment, through a PO number and/or proof that the organization's Accounting/Purchasing department has approved the fee in advance.

Sinclair Workforce Development classes are not eligible for federal Financial Aid.

Acknowledgement of Noncredit status

Sinclair Workforce Development classes and programs are noncredit. Grades are not assigned, and the classes or programs do not count toward an academic degree and will not appear on Sinclair academic transcripts.

Cancellation

Cancellations received 14 business days prior to class start date will not incur any charges, and registrants will receive a full refund. Registrants cancelling less than 14 business days prior to the class start date or failing to show for a class will be responsible for 100% of the class fee. Registrants may transfer their registration to another person (who must meet all enrollment requirements) up until the class start date without any

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additional fees. All cancellations or registrant name changes must be sent via email to workforcedevelopment@sinclair.edu or called in to (937) 252.9787.

Classes are subject to cancellation if minimum enrollments, which vary by class, are not met for each session. If a class is cancelled, Sinclair Workforce Development will do its best to provide adequate advance notice and will issue a full refund. Sinclair Workforce Development is not responsible for travel, accommodations, or other expenses incurred by Participant in connection with a class or program which is cancelled.

Inclement Weather Policy

Sinclair Workforce Development Inclement Weather Policy for individual programs or classes:

In case of inclement weather, Sinclair Workforce Development will follow Sinclair Community College instructions regarding a delay or closing for noncredit courses and programs. On the morning of your class please call 937-252-9787 and listen to the recorded message. This will be the most up to date information. If a delay is announced, please reference your class start time to determine if it is affected. For example:

A 2-hour delay has been announced in the morning:

- Example 1: If the class you are registered for is scheduled for 8am-5pm, then the class will be rescheduled for another day
- Example 2: If the class you are registered for is scheduled for 1pm-5pm, it will still run that day at the scheduled time.

In the event of a class cancellation, Sinclair Workforce Development will do its best to reschedule the class as soon as possible and notify you accordingly. Should the rescheduled date and time not work for you we will process a full refund.

Sinclair Workforce Development Inclement Weather Policy for Contract Training:

The decision to cancel or delay contract training engagements in the case of inclement weather will be mutually agreed upon by Sinclair Workforce Development and the client, with Sinclair Community College reserving the right to make the final decision based on safety, staffing, and other considerations.

Other Policies

Privacy:

Participants can obtain any information regarding classes they have taken by contacting Sinclair Workforce Development at 937-252-9787. Only the participant may request a copy of his or her learner record, and will be required to verify information to do so. Learner records are kept on file for seven years.

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Equal Opportunity:

Sinclair Workforce Development is committed to providing an equal opportunity for employees, learners, facilitators and guests regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state, and local regulations.

Proprietary Interest & Intellectual Property:

Sinclair Workforce Development requires all facilitators to disclose proprietary interest in a product, instrument, device, service or materials used, presented, or discussed during a Sinclair Workforce Development learning event, and to disclose the source of any third-party compensation related to the presentation.

Facilitators certify that the material contained in their materials, presentations and instructional sessions are original and created by the instructor, and in cases where materials have been used from other sources, proper documentation is provided and proper credit is given to the original sources. Sinclair Workforce Development will not tolerate any violation of copyright or intellectual property rules.

Facilitators agree to disclose to Participants any proprietary interest in any product, instrument, device, service or materials used, presented, or discussed in any learning event.

Sinclair Community College will take appropriate action against any Sinclair Workforce Development facilitator who does not follow established protocols for obtaining permission to use and/or reference work created by others or the above procedures.