Diploma in Human Resources Management Course Policies

Course Cancellation/Postponement Policy

Open Learning and Educational Support reserves the right to change or cancel a course at any time. When it is necessary to cancel or postpone a course, Open Learning and Educational Support will make every effort to notify all participants. It is important that you provide your full contact information including an email address when registering. In such cases, the paid course fee(s) will be refunded. Open Learning and Educational Support’s liability is limited to the reimbursement of paid course fee(s). Open Learning and Educational Support will not be responsible for travel or other related expenses incurred by the registrant.

Course Withdrawal Policy

If for any reason you must withdraw from a course, you must drop the course using the OpenEd Student Portal.

Login selecting the "I already have an account" option using your username and password. Go to the “My Enrolment History” option under the Student Portal tab. There will be a drop button to the right-hand side of the course you wish to be removed from. If you have technical difficulties, contact Open Learning and Educational Support.

Should you decide not to continue after the course drop date, you must still withdraw from the course by the 40th class day to avoid academic penalty (receiving a grade of F on your academic record). No withdrawals are accepted after the 40th class day (the Friday of Week 8 of each course).

https://courses.opened.uoguelph.ca/portal/logon.do?method=load

Refund Policy

A refund, less a $50.00 administration fee will be issued provided you drop the course in advance of the course start date or up to the start of the second class. No refunds will be issued after the second week of the course.

Failure to take part in a course does not constitute notification of withdrawal and will result in you forfeiting the entire course fee.

Your course materials and original receipt must be returned to Open Learning and Educational Support for a refund to be issued. Please note textbooks are non-refundable and cannot be returned.