

IPWEA Professional Certificate in Asset Management Planning

Program Terms and Conditions

Cancellation

Candidates may cancel their enrolment at any time. Refunds will not be provided.

Enrolment suspension

1. Applications to suspend enrolment must be received by the course administrator before the start of Module 4. Applications received after this time will not be granted.
2. Candidates who have suspended enrolment to a Program must recommence on the next Program.
3. Candidates who are granted an enrolment suspension will be provided access to all modules of the subsequent Program. Completion scores will be transferred to the new Program. However, work completed on the Program portal (Cahoot) of first enrolment will not be transferred to the subsequent Program portal.

Extensions

1. Extensions to complete work/assignments which are due will only be given in the following circumstances:
 - a. Illness or injury of the candidate or his/her immediate family where the candidate is one of the primary caregivers;
 - a. Death or incapacity of a family member or close relative;
 - b. Absence of the candidate's manager, where the manager must sign-off any assignment;
 - c. Abnormal or unanticipated work load resulting from entity restructures or severe natural weather events such as earthquakes, storms, floods.
2. Only one extension of time to complete work/assignment will be granted per program.
3. Requests for extension of time due to any inability to balance competing priorities (such as leaving course work to the last minute) will not be granted. The ability to learn to balance competing objectives is a core skill to be acquired as part of successfully completing the course.
4. Unemployment, retrenchment, relocation, secondment, changing employer – these are special circumstances and usually result in allowing the candidate either additional time to complete, or to suspend their course with the option of re-commencing at the same stage in the next available course. Such matters are considered on a case by case basis. Application should be made in writing to the course administrators.

Assignment submissions

1. Assignments must be the participant's own work. We acknowledge collaboration can occur within an entity. However, submissions must be the participant's own work.
2. Participants must follow the format of the Asset Plan as per the course. Assignments must be consistent with the course format and templates.