



POLICY ON REGISTRATION FOR PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES/PROGRAMMES

POLICY NUMBER:	2017-05-POL-AS
TITLE OF THE POLICY:	Registration for Personal and Professional Development Courses/Programmes
DATE OF ADOPTION:	16 May 2018
SUPERSEDES:	None (New)
DATE OF IMPLEMENTATION:	Spring 2018
PROJECTED DATE OF REVISION:	Spring 2021
PURPOSE OF THE POLICY:	To establish guidelines by which persons may register for a personal and/or professional development course/programme
ACCOUNTABILITY:	Office of Academic Affairs
RELATED POLICIES:	Policy on Continuing Education Units
APPENDICES:	None

1.0 Preamble

The mission of University of The Bahamas is to advance and expand access to higher education, promote academic freedom, drive national development and build character through teaching, learning, research, scholarship and service (*Article 4, University of The Bahamas Act, 2016*). Toward this end, University of The Bahamas recognizes that mechanisms which enable access to courses and or programmes for the benefit of self-enrichment and academic exploration are critical. This policy establishes the guidelines by which persons may register for personal and/or professional development courses/programmes.

2.0 Overview

- 2.1 Personal and/or Professional Development courses/programmes are intended to facilitate self-enrichment and/or professional development.
- 2.2 Personal and/or Professional Development courses/programmes carry no academic credit and do not fulfill degree requirements.
- 2.3 Personal and/or Professional Development courses/programmes are offered through the Centre for Continuing Education and Lifelong Learning; Industry Training, Culinary Arts and Tourism Studies; Confucius Institute and other Institutes and Centres as may be established from time to time within the University of The Bahamas network.

3.0 Eligibility

- 3.1 Proficiency in written and spoken English is required for participation in all Personal and/or Professional Development courses/programmes.
- 3.2 Members of the community who hold University of The Bahamas recognized diplomas or degrees or who possess the equivalent work experience, transient students (that is, students enrolled in

another college/university), University of The Bahamas faculty, staff and students are eligible to register for a Personal and/or Professional Development course/programme.

- 3.3 Visitors to The Bahamas with valid visitor visas may participate in scientific, educational, professional, or business conventions, conferences, or seminars and may therefore register for Personal and/or Professional Development courses/programmes as long as such courses/programmes can be completed within the time frame specified on the visa.
- 3.4 Depending on the nature of the course/programme, additional eligibility requirements may be required by the unit responsible for the course/programme.

4.0 Procedures

- 4.1 Persons may register for a Personal and/or Professional Development course with the approval of the unit head responsible for the course.
- 4.2 Persons wishing to register for certification and licensure programmes and Level 3 short certificate courses must first schedule an interview with the Centre for Continuing Education and Lifelong Learning to confirm eligibility.
- 4.3 Persons wishing to register for a Personal and/or Professional Development course/programme must:
 - 4.3.1 Complete the Application to Register for a Personal and/or Professional Development Course/Programme to the Continuing Education and Lifelong Learning;
 - 4.3.2 Attach a copy of a current Government-issued photo identification to the application;
 - 4.3.3 Pay a one-time non-refundable processing fee in the form of cash, bank certified cheque, debit card or credit card (Visa, MasterCard, American Express or Suncard) at the Business Office during regular business hours; and
 - 4.3.4 Submit the completed application along with supporting documents and proof of payment of the processing fee to the Office of the Centre for Continuing Education and Lifelong Learning during regular business hours.
- 4.4 Upon payment of the one-time processing fee the student will be given a Continuing Education and Lifelong Learning student number.
- 4.5 Continuing Education and Lifelong Learning will forward the student number and other relevant information to the Institute and/or Centre responsible for the course/programme.
- 4.6 Grades are not assigned to Personal and Professional Development courses and such courses/programmes do not count toward a degree.
- 4.7 Personal and Professional Development courses may be eligible for Continuing Education Units.
- 4.8 Students shall receive a certificate of participation upon active participation in and completion of Personal and Professional Development courses/programmes.

5.0 Cost for Personal and Professional Development Courses/Programmes

- 5.1 Students who register for Personal and/or Professional Development courses/programmes are required to pay the regular rate of tuition and accompanying fees as determined by the unit offering the course/programme.
- 5.2 Registration is not complete until payment is made in full.
- 5.3 Credit cards are the preferred form of payment: Visa, MasterCard, Suncard and American Express are accepted at the time of registration.

6.0 Tuition Refund

The tuition refund for Personal and/or Professional Development courses/programmes is determined by the unit offering the course/programme.