

FACT SHEET

SCHEDULE

ALL CLASSES WILL BE TAUGHT REMOTELY THIS SEMESTER
TEACHING DATES SUBJECT TO CHANGE IN KEEPING WITH THE UWI'S DIRECTIVES

DAYS/ GROUPS	TIMES	STARTS	ENDS
Monday & Wednesday	10 am — 12 pm 5 pm — 7 pm	January 18, 2021	April 14, 2021
Tuesday & Thursday	10 am — 12 pm 5 pm — 7 pm	January 19, 2021	April 15, 2021
Saturday	9 am — 1 pm OR 1 pm — 5 pm	January 23, 2021	April 17, 2021

NB: There will be no classes on March 30, 2021 (Spiritual Baptist Liberation Day) and April 5, 2021 (Easter Monday).

REQUIRED TEXTS

Textbooks must first be reserved before being paid for. They can be paid for online, via credit card or online bank transfer or direct deposit, subject to availability. The collection of textbooks will be done via appointment ONLY. Kindly send an email to cll.fhe@sta.uwi.edu to reserve a copy and/or to make an appointment.

CLASS LOCATION

All classes will be taught remotely. Your tutor will email you an invitation to access your online sessions, at least one day prior to the start of teaching.

CLASS TIME & ATTENDANCE

Sessions will be made available 15 minutes prior to the hour. You should log in at this time to test the audio and video on your device.

REFUNDS

Last day for request for refund of tuition fee: **January 29, 2021**. The registration fee of **\$75.00** is not refundable. An **administrative fee of \$75.00** will be charged for the processing of a refund. Send an email to cll.fhe@sta.uwi.edu for more instructions.

WITHDRAWAL

Please inform us by **January 29, 2021** if you are unable to pursue the course(s) for which you registered. Fill out the withdrawal form on Student Information page of the CLL's website and send to cll.fhe@sta.uwi.edu.

ABSENCE

Absence for medical or other extenuating circumstances must be **supported by documentary evidence**. A student who is absent without explanation for an extended period of time will be presumed to have withdrawn from the course. The CLL reserves the right to cancel a class if the tutor is absent due to illness or unavoidable circumstances. A replacement class will be scheduled at a time suitable for the majority of the class.

ASSESSMENT

Courses will consist of 100% Course Work. A final exam will be given at the end of semester. Alternate arrangements for testing are solely at the discretion of the tutor.

CERTIFICATION

An official record is given after successful completion of 1A, 2A, 3A, 4A. These will only be available digitally. A digital certificate of proficiency will be awarded after successful completion of each LEVEL (e.g. 1B; 2B; 3B; 4B).