WSET Level 2 Intermediate Award in Wines and Spirits

On-line Distance Learning – Policies & Procedures

The following policies and procedures apply to on-line distance courses

- ✓ Course materials will be posted to a student's home upon confirmation of payment of fees. Students registering less than six working days before the start of the course will incur a $50 late booking fee.
- ✓ Access to WSET on-line distance course materials and support will only be provided for the duration of the course enrolment.
- ✓ Once registered, no refunds are given for CCOVI/WSET Distance Learning courses, this includes refunds or reduction in fees for previously purchased materials, examinations not taken within the course enrolment period or non participation in online activities.
- ✓ The WSET on-line course tutor will communicate with students by email. Personal telephone numbers will not be released.
- ✓ Students requiring special examination conditions must submit their request to CCOVI before starting the course. Such requests must be supported by a doctor's certificate or similar document.
- ✓ Examinations may only be taken at CCOVI, Brock University.
- ✓ Failure to attend scheduled examinations will result in the student being liable to subsequent examination fees. Re-sit examinations are not included in the fee (Cost: $100.00).
- ✓ Examination date – any requests for changes to the advertised dates to write the final examination must be made in writing to Barb Tatarnic, CCOVI, Brock University within 12 working days prior to the examination day (with no financial penalty). Requests received within the 12 day period prior to the exam will be subject to an examination fee of $100.00 An approved alternate examination date must be written within 1 year of the online course start date

For more information about Distance Learning courses please email Barb Tatarnic at ccovi@brocku.ca