



## INSTITUTE OF HOUSING MANAGEMENT

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### **IHM COURSE REGISTRATION POLICY**

All students enrolling in courses delivered directly by IHM must provide evidence at the time of enrollment that they are currently employed in housing management or property management.

All fees must be paid in full (by credit card or cheque) before a student is assigned to an instructor.

Students may enroll in any course offered by IHM. Property and Building Administration is a prerequisite for the other four (4) courses) unless students are taking one or more courses for skills updating/improvement. Students seeking this exemption must demonstrate that they have familiarity with the material covered in the Property and Building Administration course.

Unless they are pursuing accreditation, there is no requirement that students take more than one course; they may enroll in the course(s) necessary to fill any gaps they or their employers have identified in their skills.

Students have six (6) months to complete a distance learning course. Only under unusual circumstances will an extension be considered. Students applying for an extension must complete the Course Extension Request Form and submit it to the Education Committee at least six (6) weeks prior to the original course expiration deadline along with a non-refundable fee of \$50 plus HST. The Education Committee will review the request and determine whether an extension will be granted. The decision of the Education Committee is final.