



VANCOUVER
CHURCHILL
COLLEGE

www.vancouverchurchillcollege.com

5050 Kingsway, Unit 300,
Burnaby, BC, Canada V5H 4C2
Tel: 604-423-3880



Student Handbook and General Polices

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About The College

Our Mission:

We are committed to offering a diverse and creative curriculum with the goal of providing students with high-quality programs that meet their language achievement needs and personal improvement through expansive knowledge and creative efforts while offering more valuable talent to society.

The College is a Certified under the Provincial Ministry of Advanced Education - Private Training Institutions Branch (PTIB) of British Columbia. PTIB has responsibility under the Private Training Act to provide consumer protection to the students of registered/designated institutions. For more information on registered/designated requirements and PTIB consumer protection for students, please visit <https://www.privatetraininginstitutions.gov.bc.ca/>

General College Information

Vancouver Churchill College

Address: 5050 Kingsway, Unit 300, Burnaby, BC V5H 4C2

Phone number: 604-423-3880

Email address: info@vancouverchurchillcollege.com

Website: www.vancouverchurchillcollege.com

Type of Calls / Situations	Who to Call	Telephone Number / Email Address
Calling in Sick; Being Late	Contact Front Desk	604-423-3880 info@vancouverchurchillcollege.com
Enquiries about Tuition Fee/ Student Contracts	Make appointment with front desk	604-423-3880 info@vancouverchurchillcollege.com

Enquiries about Change of Program etc	Make appointment with front desk	604-423-3880 info@vancouverchurchillcollege.com
Enquiries about Career Preparation; Require Counseling, etc	Make appointment with front desk	604-423-3880 info@vancouverchurchillcollege.com
Enquiries about Disciplinary Matters/ Student Academic Standing/ Policy issues	Director <i>Or</i> Senior Educational Administrator	604-423-3880 info@vancouverchurchillcollege.com
Student Aid applications	Make appointment with front desk	604-423-3880 info@vancouverchurchillcollege.com
Access to general information	Front desk	604-423-3880 info@vancouverchurchillcollege.com

The College ensures students have access to information about:

- All aspects of their program.
- Policies; including their responsibilities
- Housing and transportation services for students.
- Medical insurance, the Pharmacare program and similar government health care programs for students.
- Child care services available to students.
- Available academic support, such as tutoring services, literacy support and library services.
- Employment resources for students, including resources in relation career planning.

Winter Conditions

The college will remain open during the winter months as per the school schedule. However, in the event of serious winter and snowy conditions that may jeopardise personal safety of students and staff, the college may cancel classes as per the weather conditions. As a student if you are unsure of any event, you are advised to do the following:

Check the radio and TV stations for updated conditions on weather

- Check the College website
- Check your e-mail
- Call the college

Instructor Office Hours

Instructors are available to meet with students outside of class times for extra help (office hours); this may include clarifying of assignments, asking supplementary questions, and/or discussing any course and/or scheduling issues.

Additional Fees - changes including updates may occur at times and without notice.

Type of Activity	Fee/Admin Charge
NSF/Returned Cheques	\$50
Certificate Replacement	\$25 per copy
Extra Transcript	\$10 per copy
Extra Letter of Acceptance	\$10 per copy
Colour Printing	\$1 per page
Non-Course Related Printing/Copying-B/W only	10 cents per page
Grade appeal	\$150 (refunded if grade changed to pass)
Additional tutoring/ teaching for makeup lessons due to unexcused student absents.	\$50 hour
Course retake fee	Depends on course
Credit transfer evaluation	Depends on course

Key policy and procedure documents:

- College's General Policy Manual
- Student Coop / practicum handbook/ documentation (s).
- Program and course outlines

Instructors, supporting staff (i.e. consultants) marketing and administration

- Adult Learner Handbook
- College's General Policy Manual
- Program and course outlines (see 'course syllabus guidelines')
- Work experience policies and outlines
- Instructor Guides
- Textbooks and teaching resources
- Employee Handbook
- Institution documents/forms
- Administration procedural documents

References

Private Training Institutions Branch manual
EQA manual (as applicable)
StudentAid administrative manual (as applicable)

Outline of Relevant Documentation / Forms

These Documents/ forms are used by the college and are accessible for authorized administration via the College portal:

<ul style="list-style-type: none">• Handbook/ policy manual• Enrolment Contract -- programs requiring approval• Enrolment Contract -- programs not requiring approval• Enrolment checklists• Student management system documents/forms• Letter of acceptance (CIC)• Fee payment and receipts.• Outline of all programs / learning outcomes.• Individual Program outlines + Course outlines• Language assessment documents• Attendance record form• Field trip agreement• Host agreement and related documents• Practicum and co-op handbook / forms• External agreements (documents)• Incident reporting form	<ul style="list-style-type: none">• Student Aid documentation• Marketing documents• Website / digital documents• Advertising records/ form• PTIB / CIC / other external entities documents/ forms• Contact lists• Login and password document.• Employee handbook and related forms (contract/ evaluation/ leave etc.).• Student evaluation forms and surveys.• Check lists – student files – employee files - other.• Administration procedural documents / guide.• Organisation structure/ classifications• Student management system• Miscellaneous documents
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Student information:

- Housing and transportation services for students.
- Medical insurance, the Pharmacare program and similar government health care programs for students.
- Childcare services available to students.

“Student” is defined currently registered / enrolled in any program or activity at the College.

Key policies and programs outlines are made available to students prior to enrolled in any program.

For more information, please contact College administration directly.

Disclaimer: Students and employees are responsible for reading and understanding relevant policies. If you do not understand any of the content, consult with the On-site Administrator, Senior Educational Administrator or your Instructor.

While every effort has been made to ensure that the information in these publications is accurate and relevant to current policies governing student administration and education delivery, changes including updates may occur at times. The most current policies and procedures are considered accurate.

RESPECTFUL AND FAIR TREATMENT OF STUDENTS – NON-DISCRIMINATION

Responsibility All Staff/ Instructors
Director
Senior Educational Administrator
Onsite Administrator

Date of latest version Oct 2023

Statement of student rights

The College is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated fairly and respectfully by the institution.

You have the right to a student enrolment contract that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution will provide you with a signed copy. You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.

You have the right to make a claim to PTIB for a tuition refund if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within one year of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to: <http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>

Onsite Administrator

Date of latest version 27 September 2023

Regular attendance is expected in all courses - be those lessons in class or online.

Promptness is expected at the beginning of class and after each break.

Program/ course outlines determine required attendance for specific programs. For all current programs, 80% attendance is required.

General Principles

Attendance in classes is necessary and missing classes can affect student learning.

If students are having any issues which may affect their attending class for any reason they should discuss this with the Instructor.

Excusable absences may include: medical/ health issues, serious personal issues. Students should discuss pending excusable absences as soon as possible with their instructor. A memo should be included in the students file and the matter referred to the SEA if the absence may adversely affect student progress in the program.

1. Each course instructor will record and monitor the attendance of all students daily.
2. The on-site administrator will maintain the students' attendance records.
3. Students will be warned of attendance issues by their instructor so to resolve the matter.
4. If unexcused absenteeism is chronic, an 'attendance contract' may be arranged with the student; the Senior Educational Administrator (SEA) may provide a written *academic warning*.

Student Responsibilities

Students are expected to:

1. Maintain the attendance requirement.
2. Report any absence due to illness or other reason to the College's reception desk staff (or leave message) within 2 hours on the first and all subsequent days of absence either by phone or e-mail.
3. Discuss any pending excusable attendance with their instructor.
4. Provide a doctor's note to support absences of more than 3 consecutive days.

GRADING AND GRADUATION POLICY

Responsibility	All Staff/ Instructors Director Senior Educational Administrator Onsite Administrator
Date of latest version	Oct 2023

Criteria for grading

1. Grades for course work are compiled from the combination of assessments taken, projects/ assignments completed, presentations completed, active participation in class activities, and evaluations of appropriate competencies.
2. Evaluation criteria is set out in the program and course outlines.

Graduation Requirements

- Complete all the academic requirements of the program
- Pay in full all tuition fees and any other money owing to the College.
- Return all materials and equipment belonging to the College.

Student may fail a course due to breaching academic integrity (see policy)

ACADEMIC INTEGRITY

Responsibility Director
 Senior Educational Administrator
 Onsite Administrator

Date of latest version Oct 2023

Students are expected to be honest in all of their activities at the College. All forms of cheating and/or plagiarism are unacceptable:

- Copying from another student's test or homework.
- Allowing another student to copy from your test or homework.
- Using materials such as textbooks, notes, or formula lists during a test without permission.
- Having someone else write or plan a paper/ assignment/project
- Collusion is the act of two or more students working together on an individual assignment without permission.

Academic misconduct is the violation of college policies by tampering with grades or by obtaining and/or distributing any part of a test or assignment.

Plagiarism includes:

Submission of any work for assessment not done by the student without full and clear identification and acknowledgment of the actual author or creator of the work or source.

Consequences:

The student has the onus and the burden of proof of the integrity of their work.

The instructor will consult with the SEA to determine the severity of the situation and determine the consequences which may range from a failing grade on an evaluation to academic warning, suspension and/or dismissal.

ASSESSMENT AND GRADE APPEAL

Responsibility Instructors
 Director
 Senior Educational Administrator

Date of latest version Oct 2023

Grades for courses are based on the assessments of student learning and meeting the learning outcomes. The assessments may vary in each course. Assessment criteria are set out in individual program and course outlines. Assessments are based on the learning outcomes of the program/course.

Each course contains formative and summative assessments. Formatives determine general progress (for example weekly quizzes) and summative are the assessments used for grading.

Generally, at the College summative grading is based on percentages of each assessment (weighted) leading to a letter Grade reflected the student's transcript:

90-100%	A
75-90%	B
65 – 75%	C
50 – 65%	D
Below 50%	F

Did not complete (i.e., withdraw) DNC

Generally, a pass and credit for a course is 65% - "C". Students receiving a D or F may need to do the course again.

Some courses may have either a pass/ fail (competent/ not yet competent) based on the learning outcomes.

Some programs have practicum or co-op components (work experience)– grading for these aspects of any program are contained in specific program / course outlines. Generally, such components receive either a pass/ fail (competent/ not yet competent) based on the learning outcomes.

Grade appeal

If students receive poor assessments (formative or summative) early in any course, they should meet with the instructor and review progress and study habits. The instructor will provide support and direction to the student.

1. Students have a right to appeal a final grade; if that grade is a failing grade. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted, he/she should discuss the matter with his/her instructor. The instructor will review the grade and, only if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she can submit a written appeal to the Senior Educational Administrator (Reference: grade appeal form). The basis of an appeal is based on:
 - A clerical error has resulted in a miscalculation of the grade
 - The grade awarded does not fairly reflect academic performance and/or the stated requirements for the course.

Students have the right to follow the dispute resolution policy for related issues.

Appeals of a grade must be made within 10 business days of the release of the grade.

3. The Senior Educational Administrator will obtain a copy of grade appeal form, the assessments/ assignment (s) in question from the instructor. The SEA may have another qualified instructor conduct a review / re-assessment.
4. If the re-assessment achieves a higher grade, the SEA will consult with both the original instructor and the re-grading instructor to review the reasons for the higher-grade assessment. If a higher grade is determined accurate, the higher grade will be assigned to the student.
5. Once the re-assessment is complete, the Senior Educational Administrator will review the process and, once his/her review is complete, the grade will be considered final and cannot be appealed.
6. The decision on the grade appeal will be provided to students within 30 business days of receipt of the written appeal request.
7. If the student is not satisfied with the outcome of the appeal the student can go through the dispute resolution policy/procedures.

SEXUAL MISCONDUCT POLICY

Responsibility Director
 Senior Educational Administrator
 Onsite Administrator

Date of latest version Oct 2023

1. The College is committed to the prevention of and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:
 - sexual assault;
 - sexual exploitation;
 - sexual harassment;
 - stalking;
 - indecent exposure;
 - voyeurism;
 - the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video;
 - the attempt to commit an act of sexual misconduct; and
 - the threat to commit an act of sexual misconduct.
3. A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.
4. A student making a **Complaint** will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a **Report**.
5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - A. The individual should contact the on-site administrator, Director or SEA in person, through email, or phone. As mentioned, a student can make a disclosure/complaint without initiating a formal process.
 - B. The complaint will be filed in writing.
 - C. Upon receipt of a complaint, the Director or SEA (if appropriate) will conduct an initial review to determine whether the allegations in the complaint fall within the scope of the policy. This review will occur within four business days. The complaint may be dismissed if it is not within the policy and the student will be advised of the the reasons on writing. Alternatively the complaint will be investigated further.

6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - A. The institution will acknowledge receipt of the complaint within 4 business days.
 - B. The complaint will be investigated if it falls within this policy.
 - C. The institution will review the complaint within a reasonable time frame and confirm next steps in writing within 10 business days of receipt of the report.
 - D. The investigation will gather and review all related evidence.
 - E. The investigation will determine what action should be taken. A student making a complaint will be provided with resolution options.
 - F. Except in exceptional circumstances, a response to the complaint will be provided in writing within 30 days.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - A. The individual should contact the Managing Director, SEA or onsite administrator person, through email, or phone.
 - B. A report will be filed in writing including a request for action to the Director; or the SEA in the case of one being absent or having been named in the report. The alternate person is the onsite administrator.
 - C. Upon receipt of a report, the Director or SEA (if appropriate) will conduct an initial review to determine whether the allegations in the report fall within the scope of the policy. This review will conclude within four calendar days. The report may be dismissed if it is not within the policy and the student will be advised of the the reasons on writing. Alternatively, the report will be investigated further.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - A. The institution will acknowledge receipt of the report within 4 business days.
 - B. The report will be investigated if it falls within this policy.
 - C. The institution will review the report within a reasonable time frame and confirm next steps in writing within 10 business days of receipt of the report.
 - D. The investigation will gather and review all related evidence.
 - E. The investigation will determine what action should be taken.

- F. Except in exceptional circumstances, a response to the report and recommendations will be provided in writing within 30 days.
9. It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.
10. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.
11. All information related to a Complaint or Report is **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions:
- If an individual is at imminent risk of severe or life-threatening self-harm.
 - If an individual is at imminent risk of harming another.
 - There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
 - Where reporting is required by law.
 - Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

	Name	Email
Senior Educational Administrator	Dr. Kris Kubinski	Admin777@outlook.com
Director	Lynn Wang	Lynn.w@vancouverchurchillcollege.com
On-site administrator	Keer Feng	info@vancouverchurchillcollege.com

This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.

CREDIT TRANSFER POLICY

Responsibility Director
 Senior Educational Administrator
 Onsite Administrator

Date of latest version Oct 2023

General: In some cases, the College will accept the transfer of core course credit from accredited institutions provided that the course work being evaluated has a passing mark or better standing and the course contains very similar criteria to the course being credited. The maximum amount of transfer credits allowed will not exceed 50%.

Students wishing an assessment of credits from courses taken elsewhere to transfer to the College must submit a completed "Transfer Credit Application" form; official transcripts; course outlines (including learning outcomes) and any other information to support their application.

It is often necessary for the student to provide a detailed course description for courses being considered for transfer credit. It is recommended that the student ask for direction prior to submitted the application form and having to pay any assessment fees.

Procedure

Enrolled students who wish to transfer credits from other institutions must:

1. Submit a completed "Transfer Credit Application" Form.
2. Pay any relevant fees (may be non-refundable).
3. Make an appointment with the College administration for evaluation of the courses that will be transferred.
4. Student must provide their original or official transcripts, program and course outlines.
5. Course work being evaluated must meet the passing mark from the institution. Course work less than the passing mark will not be considered for transfer credit.

It may take up to 14 days to process a course credit evaluation. There is no guarantee that the transfer credit request will be approved.

Specific programs / courses may have particular regulatory requirements.

The evaluation procedure and criteria are provided for administrators in a separate document.

STUDENT DISPUTE RESOLUTION POLICY

Responsibility Director

Senior Educational Administrator
Onsite Administrator

Date of latest version Oct 2023

1. This policy governs complaints from students respecting the College and any aspect of its operations. Students will not be subject to any form of retaliation as a result of filing a complaint.
2. All student complaints must be made in writing within 15 days of the alleged dispute / concerns.
3. The student must provide the written complaint to the Director who is responsible for making an initial determination in respect to the complaint. If the Director is absent or is named in a complaint, the student must provide the complaint to the Senior Educational Administrator.
4. The Senior Educational Administrator and/or Director review any complaints.
5. The process by which the student complaint will be handled is as follows:

Step one

- a. Within 5 business days of receiving the complaint, the Director or Senior Educational Administrator will arrange to meet with the student to discuss the concern(s).
- b. Following the meeting with the student, the Senior Educational Administrator or Director will conduct whatever further enquiry or investigation is necessary to determine whether the concerns can be substantiated. The onsite administrator will assist if required.
- c. Any necessary inquiries or investigations shall be completed within 10 business days of the initial meeting with the student. This timeline can be extended with approval of the Director if the complaint is deemed complicated and requires additional time.
- d. As required, the Senior Educational Administrator or Managing Director will meet with the student and or other persons and do one of the following:
 - Determine that the concern(s) were not substantiated; or
 - Determine that the concern(s) were substantiated, in whole or in part.

Step two

- e. The Senior Educational Administrator or Director will prepare a written summary of the investigation, determination and a report of what action (s) may be taken. This summary and report will be reviewed and approved by the Director.
- f. A copy shall be given to the student, a copy will be placed in the institution's complaint file, and the original will be placed in the student's file.
- g. A response to the **report** and recommendations will be provided in writing within 30 days of the initial complaint.
- h. The student making the complaint may be represented by an agent or a lawyer.

If the student is dissatisfied with the determination, and believes they have been misled by the institution regarding any significant aspect of that program, the student may file a complaint with the Private Training Institutions Branch (PTIB) (www.privatetraininginstitutions.gov.bc.ca). Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program.

	Name	Email
Senior Educational Administrator	Dr. Kris Kubinski	Admin777@outlook.com
Director	Lynn Wang	Lynn.w@vancouverchurchillcollege.com
On-site administrator	Keer Feng	info@vancouverchurchillcollege.com

STUDENT WITHDRAW POLICY

Responsibility Director
 Senior Educational Administrator
 Onsite Administrator

Date of latest version Oct 2023

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to Onsite Administrator or front office. Refunds are calculated according to the college Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

An international student whose application for a study permit has been denied is entitled to a refund, if a copy of the denial letter is provided to the College prior to the program start date.

Procedure:

1. The written notice of withdrawal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
2. The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
3. The refund to which a student is entitled is calculated on the total tuition fees due under the contract.

Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make a payment for monies due under the contract.

STUDENT DISMISSAL POLICY

Responsibility Director
Senior Educational Administrator

Date of latest version Oct 2023

The College expects students to meet and adhere to a code of conduct while completing their program of study both at campus and work experience. The list below outlines the code of conduct that all students are expected to follow. If needed, students should request clarification from the Onsite Administrator or Director.

The Code of Conduct

Expectations for Students:

- Attend the College in accordance with the Attendance Policy and course policies.
- Treat all students and staff with respect.
- Treat College property and other people's property with respect.
- Complete all assignments and examinations on the scheduled completion dates.

More serious issues which apply to students:

- Sexual assault or a breach of policies or law.
- Physical assault or other violent acts committed against any student.
- Verbal abuse or threats.
- Vandalism of College property.
- Theft.
- Use of alcohol or illegal drugs on Campus or during College activities (i.e. practicums /field trips etc.)

If substantiated, a serious issue may result in immediate suspension/ investigation /possible dismissal (any illegal activity will be reported to the police):

Consequences are on a case-by-case basis and may range from academic warning, suspension and/ or dismissal. Only the Director is empowered to dismiss a student in accordance with this policy.

Procedure:

1. All concerns relating to student misconduct shall be directed to the Onsite Administrator in the first instance and/or the Director. Concerns may be brought by staff, students, work experience hosts or the public.
2. As needed, within 5 college days of receiving the complaint, the Director or Senior Educational Administrator will arrange to meet with the student and /or complainant to discuss the concern(s).
3. Following the meeting with the student and /or complainant, the Director or Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns can be substantiated.
4. Any necessary inquiries or investigations shall be completed within 5 college days of the initial meeting with the student.
5. The Onsite Administrator or Director will meet with the student and do one of the following:
 - a. Determine that the concern(s) were not substantiated;
 - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning, setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the student be dismissed from the College.
6. The Senior Educational Administrator or Director will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the College's complaint file, and the original will be placed in the student's file.
7. If the student is issued a warning or placed on probation, the Senior Educational Administrator or Director of Education and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed on the student's file.
8. If the recommendation is to dismiss the student, the College will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing.
9. If a refund is due to the student, the Onsite Administrator/ Director of Education will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
10. If the student owes tuition or other fees to the College, the Onsite Administrator / Director may undertake the collection of the amount owing.

COURSE RETAKE POLICY

Responsibility Director
 Senior Educational Administrator
 Onsite Administrator

Date of latest version Oct 2023

Policy for Retaking Courses

Student may need to retake the course or work experience under the following circumstances:

1. Fails to meet attendance requirements;
2. Academically fails the course;
3. Requested leave.

Student can only retake courses with payment of retaking course fee. There is no guarantee that college will offer the required course in the near future.

Postpone / leave for a current course

It is strongly recommended to students to speak to the Instructor and/ or Director before deciding to postpone a course or take leave while enrolled in a course. Since some courses have prerequisites, postponing one course may make accessing the next courses difficult.

There is no guarantee that college will offer a required course for a program in the near future.

Leave of Absence/ Change of Status

The "Change of Status" form needs to be completed for the following reasons:

1. The student wishes to take a leave of absence at any time;
2. The student cannot finish their program.

Specific program (s) may have regulatory requirements which could impact on leave. A decision is case by case, the SEA and Director will take into account the reasons of the student circumstances. A decision in writing to approve or deny a request of absents or extension will be provided to the student. If approved, an agreement setting out a plan of action will be offered to the student.

REFUND POLICY

Responsibility Director
Onsite Administrator

Date of latest version Oct 2023

Refund Policy (for PTIB approved programs)

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% tuition and all related fees , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> At least 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	<p>Institution may retain up to 10% of tuition, to a maximum of \$1,000.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment 	<p>Institution may retain up to 20% of tuition, to a maximum of \$1,300.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	<p>Institution may retain up to 30% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	<p>Institution may retain up to 50% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>

Circumstances when Refund Payable	Amount of Refund
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.

Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of 	100% tuition and all related fees, other than application fee.

After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.

Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees

Circumstances when Refund Payable	Amount of Refund
Institution does not provide a work experience	

<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	<p>100% tuition and all related fees, including application fees</p>
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Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

In the unlikely event that a course is cancelled by the College, the course will be rescheduled to a later date.

REFUND POLICY - programs NOT requiring PTIB approval

Some Programs/courses of instruction do not require approval under the Private Training Act; and, as such, students cannot file a claim against the fund with the trustee in respect of these programs of instruction.

For programs not requiring approval, refunds may be possible under the following conditions:

- 1) A properly filled and signed Refund Form must be provided by a student to the College administration.
- 2) Refund entitlement is calculated on the total tutoring fees, less the non-refundable application fee, materials fee, textbook fee and other fees.
- 3) If a withdrawal / refund Form is received by the school within 2 days of signing the contract, the institution may retain 10% of the total fee.
- 4) If a withdrawal / refund Form is received by the school, outside of clause 3, and prior to the first day of class the institution may retain 50% of total fee due under the contract.
- 5) If a student withdraws or is dismissed where more than 20% of the period of instruction specified in the contract has elapsed, no refund is provided.
- 6) If the program/course is canceled for any reason, students will receive a 100% refund.
- 7) It may take up to 14 days to process a refund application.

Students have the responsibility to attend class on time and on prescheduled dates. For any reasons, if the absent rate is higher than 30%, the student will not qualify for the issuance of the Certificate.

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SAFETY POLICY

Responsibility All staff and students
 Instructors
 Director
 Onsite Administrator

Date of latest version Oct 2023

The College is committed to providing a healthy, safe working and learning environment for all staff, students and visitors, and to reduce the risks of accident or injury for the purpose of maintaining a safe environment.

Health and Safety

The College follows health and safety guidelines relevant to the types of programs offered.

A review of the guidelines will be conducted annually to ensure the guidelines are being followed. Any possible breaches or concerns relating to the guidelines must be directed immediately to the Instructor, on site administrator or SEA. Students, Employees, visitors and clients can discuss relevant matters with the instructor, onsite administrator or SEA. Any immediate safety concerns will be addressed immediately; not urgent or more general concerns be recorded and reviewed by the SEA within 72 hours.

References:

WorkSafe BC - <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation>

OH/ safety guidelines: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation>

Procedure for Fire Safety

1. The Onsite Administrator ensures that sufficient fire suppression equipment is available as needed throughout the whole campus and that all fire suppression equipment is examined by a qualified inspector at least annually.
2. The Onsite Administrator ensures that all employees receive training in both the operation of the fire suppression equipment and in the college fire evacuation procedures.
3. The Onsite Administrator is responsible for preparing and posting emergency exit instructions route maps in each classroom.

4. In the event of a fire emergency, staff will immediately contact the fire department (911) and will give the details of the type of fire if known, location and follow the instructions of the 911 operator.
5. All persons will evacuate the campus under the direction of senior staff.
6. Instructors will escort their students to the safety area identified on the exit plan, ensuring that he or she takes the class lists with them. The instructor will check the students present against the class list and will immediately advise the Onsite Administrator or senior staff in charge if anyone is missing.
7. The Onsite Administrator will act as a liaison between fire officials and students or employees during the emergency. If necessary, the Onsite Administrator will authorize college closure.
8. No student or employee will be allowed to re-enter the campus until the fire officials have authorized re-entry.

Procedure for Earthquake Safety

1. The Onsite Administrator ensures that adequate precautions are taken throughout the campus to assure that injury due to falling or unstable items during an earthquake is limited, this may include securing file cabinets to walls and lipped shelving for books or binders above head-level.
2. The Onsite Administrator ensures that all employees receive training in the college earthquake evacuation procedures.
3. The Onsite Administrator prepares and posts emergency instructions and exit route maps in each classroom at the campus with the exit specifically noted in a coloured highlight.
4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When deemed safe to do so, all persons will evacuate the campus.
6. Instructors will escort their students to the safety area set out in the exit plans, ensuring that he or she takes the class lists with them. The instructor will check the students present against the list of students in attendance that day and will immediately advise the Onsite Administrator or senior staff if anyone is missing.
7. The Onsite Administrator will act as a liaison between rescue official and students / employees during the emergency. If necessary, the Onsite Administrator will authorize college closure.

No persons will be allowed to re-enter the campus until the officials have authorized re-entry.