



Western
College

Student Policy Manual

Stephenville Campus

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OUR MISSION STATEMENT

To provide practical, intensive, job skills training for the career success of our students; to provide a professional learning environment that is both challenging and motivating;

To care for our students in all aspects of their school life: academic, administrative, financial aid, student services and job placement;

To create an environment conducive to the personal growth, goals and happiness of the people who make up our corporate family and who are our most important asset.

ADVANCED ACADEMIC STANDING

Advanced academic standing is academic credit given to a student and which is applied to a diploma program. To be considered for advanced academic standing in a program module, the student's academic subject must be equivalent in content to a specific module in the program applied for, and must be at the post-secondary level. Credits awarded through advanced academic standing are not transferable to other learning institutions.

Conditions and Criteria for Advanced Academic Standing

The Campus Manager has the authority and responsibility to process and finalize applications for advanced academic standing. Admissions personnel are responsible to collect and prepare the appropriate documentation and forward it to the Campus Manager.

Advanced standing status must be finalized prior to the processing of applications for student loans and prior to the start of classes.

The Campus Manager will assess the application based on subject content and the student's final grade. The Campus Manager has the right to request that the student write a challenge examination with a pass of 70% before advanced standing may be granted.

If the Campus Manager grants advanced academic standing, it will be conditional based upon the student's completion of the program. Students who withdraw from the program, prior to its completion, will not be awarded advanced academic standing. Advanced academic standing will be permanently granted upon successful completion of the program.

Students who have completed prior studies at Western College, or other post-secondary colleges, nationally or internationally, may be granted advanced academic standing for **up to 25% of the course time in the program** for which they are applying if the final grade received in the module(s) for which advanced standing is being requested was 70% or more. The Campus Manager must check for the impact of this advanced academic standing on the student's eligibility and entitlement for student loan funding in the province concerned.

At Western College, a student who is enrolled in a program and transfers to an alternative program may apply for advanced academic standing consideration for completed courses which will be part of the alternative program chosen. Such a student should be granted credit for the completed modules if a final grade of 70% or more has been achieved in those modules for which advanced standing is being requested in the program into which the student is transferring. The Campus Manager is responsible to ensure that the necessary financial adjustments are made, and that the student's academic records and contract are amended accordingly.

A student awarded advanced academic standing will be entitled to a monetary credit/ reduction of course fees. The credit will be calculated as follows:

- *Current students/ returning students-\$150.00 per week of exemption plus applicable books*
- *New students-\$100.00 per week of exemption plus applicable books.*

THE CONTRACT (and the student loan application) MUST REFLECT THE REDUCED FEE AND HOURS.

Advanced academic standing, granted or denied, must be communicated to the student in writing by the Campus Manager within five business days.

Documentation

Copies of the following documentation must be kept in the student's administrative file at the campus and, if applicable, in the student's student loan file:

- An official transcript.
- A detailed course outline for students from other provinces or other colleges.
- Completed Advanced Academic Standing Application Form (Appendix B1).
- Campus Manager's letter to the student, granting or denying advanced academic standing.
- *Student's contract with the institution that reflects reduction in the number of hours and/or weeks as well as the reduction in the tuition fee amount based on his or her being enrolled on advanced academic standing.*

Prior Learning Assessment (PLA)

The purpose of PLA is to evaluate a student's past learning experiences, primarily in the workplace, but also in the course of volunteer or unpaid activities. Credit may be granted in the form of advanced academic standing, in diploma courses available through Western College, for these learning experiences.

The student will be responsible for providing the Campus Manager of the enrolling campus with a complete portfolio, which should include the following:

- A completed Prior Learning Assessment Application form (see Appendix B2).
- A detailed letter explaining why Prior Learning Assessment is requested.
- A resume of all work experience.
- Letters from appropriate employers indicating in great detail the candidate's skill level and experience in the appropriate skill areas.
- Details of employment training programs.
- A list of non-credit courses, supported by course outlines.
- A list of relevant volunteer or community work, supported by detailed letters indicating the candidate's skill level.

The Campus Manager is responsible for evaluating the student's Prior Learning portfolio and relating it to existing courses. The Campus Manager may also choose to conduct an interview with the applicant.

The Campus Manager will advise the student in writing of the assessment results within five business days. Advanced academic standing, based on Prior Learning Assessment, may be granted to a maximum of 20% of the course time for the proposed program, if combined with a request for Advanced Academic Standing the total exemption cannot exceed 25% and the course time for the proposed program.

A student awarded exemptions based on recognition of Prior Learning will be entitled to a monetary credit/ reduction of course fees in the amount of \$100.00 per week of exemption granted plus applicable books.

THE CONTRACT (and the student loan application) MUST REFLECT THE REDUCED FEE AND HOURS.

Documentation

- Completed Prior Learning Assessment Application form.
- Student's portfolio.
- Campus Manager's letter to the student, granting or denying advanced academic standing based on PLA.
- Assessment method(s) and results on which the advanced academic standing was granted.
- ***Student's contract with the institution that reflects reduction in the number of hours and/or weeks as well as the reduction in the tuition fee amount based on his or her being enrolled on advanced academic standing.***

Challenge Examinations

Challenge examinations are available for some modules of the diploma programs. The examinations may be given to assess ability when a student has petitioned for advanced academic standing. The use of a challenge examination is at the discretion of the Campus Manager, who is responsible for all related arrangements. Challenge examinations are the final examinations of the module for which the student is requesting advanced academic standing. The Campus Manager will notify the student in writing of the assessment results within five business days of the assessment date.

A challenge examination-passing grade is 70%. Challenge examination grades will not be included in the calculation of a student's final average.

Any student wishing to challenge the **Computer Fundamentals with Keyboarding for XP module** will be required to take two tests:

- 1) The final examination from the module. A grade of 70% or higher must be achieved. If the student fails the challenge exam s/he will be required to complete the course.

- 2) A typing test. Three 2-minute timings with two or lower errors are required. The lowest of the three WPM will be recorded. The student will be expected to achieve a minimum of 15 words per minute. The transcript of marks will reflect the students' achievement.

Documentation

- Copy of the marked challenge examination.
- Copy of the Campus Manager's letter to the student regarding the results of the examination.

CAREER/EMPLOYMENT COUNSELING

Career Services Department

The Career Services Department at Western College is available to provide individual Employment Counseling to current students and graduates.

The scope of this counseling process is to assist individuals in identifying their career goals and helping them to establish and maintain meaningful employment in their field of study.

This type of counseling involves:

- Job search techniques
- Resume writing
- Effective self marketing techniques
- Development of job search strategies
- Job interview preparation
- Identification of employment barriers
- Provision of information pertaining to Employment Assistant Programs (Targeted Wage Subsidy, Opening Doors and Graduate Employment Program)

CONDITIONAL/PROBATIONARY ACCEPTANCE

Occasionally students are accepted into a program on a Conditional or Probationary Basis.

Conditional Acceptance occurs when prerequisites for program admission must be met. (i.e. Clear Conduct Certificate). The student is enrolled on a "Conditional Basis" until all requirements are met. **A student enrolled in this manner will not be permitted to start their program if all requirements are not met prior to the scheduled start date.**

Probationary Acceptance takes place when, for academic reasons, the Management expresses concern regarding the student's entrance into the program. Such an enrolment is "probationary" and continued enrollment will be determined based on acceptable student progress throughout the program.

Student Records

All student records are confidential. If a student wishes any information released (i.e. grades); written permission must be given to the administration office. It is the student's responsibility to inform the administration office of any changes in address, telephone number, or any other pertinent information.

All quizzes, test, exams and instructor evaluation forms are the property of the school and neither originals nor copies will be provided to students.

Program Information

All information pertaining to start and finish dates, program outlines, and entrance requirements is discussed with the Admissions Representative during the enrollment process.

Students will be given a copy of the Terms and Conditions, which in addition to this manual, details our rules and regulations. Students are also given copies of our detailed program outlines which describe our programs and their content.

Program Prerequisites

Certain modules at Western College have prerequisites that must be completed prior to the start of the module. Students will need to reschedule modules if prerequisites are not complete. Please speak to your Campus Manager to inquire about specific prerequisites.

General Prerequisites

- Grade 12 or equivalent or mature student status
- Completion of the entrance evaluation
- Specific programs may have additional prerequisites as described in the applicable Program Outline

Health Care Program Prerequisites

Western College and its training partners recognize the potential for students to be exposed to or be carriers of communicable diseases which are vaccine-preventable. To ensure their safety and the safety of the individuals who will be entrusted to their care, students must maintain immunity against vaccine-preventable diseases.

Clear Conduct Certificate Prerequisites

Certain programs require a current Clear Conduct Certificate. Students acquiring a Clear Conduct Certificate for admission into a program take on the reasonableness of its validity. Students are solely accountable for any offences not uncovered by the investigation being discovered and precluding the student from subsequent field placement or employment.

Please note: Western College reserves the right to deny admission into any program based on an unpardoned criminal record that would bear relevance to the work-term requirements of the program. In addition, employers will be given a copy of the student's Clear Conduct Certificate on file prior to accepting students into the work-term situation.

Mature Student Status

Grade 12 Diploma or Mature Student Status (19 years of age) and a passing mark on the entrance test. Students accepted under mature student status must provide 2 letters of reference, a current resume and a copy of their most recent transcript.

School Hours

Monday to Friday:

8:30 a.m. – 12:30 p.m. (morning classes)

1:15 p.m. – 5:15 p.m. (afternoon classes)

There may be exceptions for specialized programs. You will be advised of these exceptions upon enrollment.

The school officially opens at 8:10 a.m.

The school officially closes at 5:15 p.m.

December Break

Each program will have an additional 2-week study break during December.

Cheating

Cheating on an assignment, quiz or exam will not be tolerated. Any communication of exam questions - written, verbal, or electronic - is considered cheating and will be treated as such. Any student cheating will be faced with the following:

1st offence: zero on the assignment, test or exam

2nd offence: withdrawal from the school.

Repeating a Module

Should a student not obtain a passing grade in a module, **he or she will be charged for the repeat module if certain conditions are not met.**

It is important to note that the repeating of a module is a **privilege** that the student must earn. The repeating of a module **“may be allowed”** only under the conditions outlined below. Please note that all criteria must be met and the module may only be repeated following a recommendation by the instructor and consultation with Principal/Director. Please note that there will be a fee for materials where applicable and the current textbook must be purchased.

Students who are repeating a module must have the most current version of any workbooks, textbooks or materials deemed necessary for the completion of the course.

A student who has received a grade less than 70% in a module may request a module repeat. Any module may be repeated **ONCE** for **FREE**. Additional repeats will be charged at the regular course cost for that module.

The student's eligibility is determined at a formal interview with the Principal/Director. The decision to permit a student to repeat a module is based on the following criteria:

- a) **The student attended a minimum of 70% of scheduled classes**
- b) **The student was punctual for class**
- c) **The student demonstrated significant effort**
- d) **The student attempted all of the requirements for the module**

Schedules

Schedules are subject to change at any time. Although every effort will be made to accommodate the needs of each student, it must be understood that a student's schedule may be revised. Morning classes may be rescheduled to afternoon classes and vice versa.

Books and Supplies

Textbooks will be made available each module **provided the student's financial account with the school is in good standing.** Students will receive only the textbooks used in the current module. We DO NOT give students all of their textbooks at one time. Students pay for their own supplies.

Second Hand Books – Book credits . . .

Occasionally students will purchase second hand books from friends or relatives who have previously completed the same module. **No student is permitted to use anything but the current edition of the prescribed text and all workbooks must be new or unused.**

If a student declines the text for a module for the above reason, they must take the text they propose using to the Administration for authorization and credit. Textbooks **MUST** be presented to Administration **BEFORE** the module begins!!!

If the student fails to follow this procedure and requests a book credit further into the program, there will be an administration charge of \$150.

Module Outlines

Instructors will provide module outlines and marking schemes on the first day of each module.

Tests and Final Exams

Tests and/or exams are given at regular intervals. Final exams are scheduled for the last day of the module. Students **MUST** maintain a **70% ATTENDANCE** in order to be eligible to write an exam. Additional in-class tests or quizzes or any deferred exams are left to the discretion of the instructor. The following guidelines are established for the testing environment:

- ***NO CELL PHONES ARE PERMITTED DURING AN EXAM***
- ***NO SMOKE BREAKS***

Students may ask questions of the instructor during an exam. Answers will be limited to only those questions that pertain to interpretation of the exam.

In the event that the student leaves the classroom during the exam, the completed portion of that exam must be handed in to the instructor. That portion of the exam will not be returned. All tests and exams must be completed within the official time allotted unless previously discussed with administration. No additional time will be given for a test or exam if the student is late.

A student who is absent for a final exam without sufficient reason will receive a mark of zero. If the student can provide adequate proof of essential absence (a doctor's certification), the student may be eligible to write a deferred exam if the school receives such note on the day of or within 2 days of the exam (not 1 or 2 weeks later). The deferred test/exam will be written *outside* of regularly scheduled class hours. *Only one* date will be arranged for this test/exam. Failure to write a deferred test/exam as scheduled will result in a grade of zero.

Return of Exams

Final module marks will be available two (2) weeks following a final exam.

Students are not allowed to keep any exams but should always see and sign them. If a student is absent when marks are returned, he/she should check with Administration.

NOTE: Students have two weeks from the final exam date to question a mark. The exam cover sheet and student evaluation are kept on file; the exam is destroyed two weeks after final exam date.

Supplemental Exams

A student who has received a final module mark of 60-69% **may be** eligible to write a supplemental exam. The decision to permit a student to write a supplemental exam is made by the administration and is guided by a recommendation from the instructor.

The decision will be based on the following criteria:

- a) The student **attended** a minimum of **70% of scheduled classes**
- b) The student was punctual for class
- c) The student demonstrated **significant effort**
- d) The student attempted **all the requirements for the module**

Final mark for the module will not exceed 70% where the student has written a supplemental exam.

All supplemental exams are to be written **no later than 2 weeks from the original exam date.**

Some exemptions to this policy may apply to students in specialized programs. Should the **student miss writing the supplemental exam, he/she forfeits the right to the supplemental and will be scheduled to repeat the module.**

Probation

In order to represent the best interests of the student body and to provide an environment conducive to learning, Western College reserves the right to place a student on disciplinary, academic, or attendance probation.

Disciplinary/Attendance Probation: A student who **demonstrates unprofessional and inappropriate behavior will be placed on probation.** The following types of behavior are some examples that warrant being placed on disciplinary/attendance probation:

- **Abusive language toward staff and/or fellow students.**
- **Abusive behavior toward staff and/or fellow students.**
- **Disruptive behavior.**
- **A negative attitude towards the program.**
- **Excessive absenteeism or lack of punctuality.**
- **Demonstration of racist, sexist or prejudiced attitudes.**
- **Failure to abide by policies outlined in the Student Policy Manual.**
- **Failure to attend appointments with administration.**
- **Missing exams.**
- **Inappropriate Internet use.**

Consequences and disciplinary action will depend on the severity and nature of the behaviour.

Academic Probation: Students will be placed on Academic Probation when they have failed two modules in their program. Probation will remain in place until the completion of their courses. If the student fails a third module, he/she may be requested to withdraw.

While on probation:

Students must maintain 95% attendance in all modules.

Complete daily assignments and projects on time.

Abide by any other requirements as outlined in the probation letter.

ATTENDANCE

THE ATTENDANCE POLICY IS AS FOLLOWS:

- Attendance will be monitored on a daily basis.
- Students are expected to attend all classes
- If a student is planning to be absent, she or he is to advise the school, stating the reason for and the expected duration of the absence.
- Students are expected to be punctual. Arriving late for class and/or leaving early will affect attendance
 - a) 3 days late equivalent to 1 day absent
 - b) 3 days leaving early equivalent to 1 day absent
 - c) 3 days combination of the above equivalent to 1 day absent

Sponsored Students

Sponsored students will be required to provide medical certificates, bereavement forms, etc., to substantiate an absence.

An absence report is completed and forwarded to The Employment Readiness Center every two (2) weeks. If a student is in the building, but NOT attending class, it is recorded as being absent.

- Students are responsible for any material, work, or assignments covered during their absence.
- **Student Loan requires that a student be withdrawn for student loan purposes in the event of an extended absence from class. In order to comply with Provincial Student Loan Legislation Western College must notify Student Financial Services of any absences in excess of 14 days This will result in suspension of the student loan,** triggering the immediate accumulation of interest. Repayment of the loan will be required to begin six months from the withdrawal date (30 days after the last day attended). In addition to this, the student's future ability to access student loan may be affected. Please refer to the **Withdrawal Policy** for more details.

Postponement and Re-admission

Students wishing to postpone their studies for any length of time must first meet with the Administration and put their requests in writing.

Students who are sponsored by various agencies may be granted postponement in their program only at the discretion of the sponsoring agency.

Students receiving Student Aid may not postpone for any period greater than 30 days for NL. If students require a postponement that is longer than this, they will be terminated and will need to reapply for re-admission.

A postponement in studies will impact your student loan. A student should speak to the Financial Services Department at the campus and Government Student Financial Assistance directly to obtain details of what will happen to the student loan as a result of postponement.

Re-admission to a program is not guaranteed for any student. The student must meet with the Administration to determine when would be the best time, if at all, to return to a program.

Re-admission, if approved, is dependant upon good academic and financial standing as well as the availability of seating and equipment availability.

In the event of re-admission, Students may need to re-apply for Student Aid for the remainder of the study period.

NOTE: Future student loan funding is not guaranteed and will depend upon Student Aid's assessment of their individual portfolio.

Withdrawal Procedures

WESTERN COLLEGE WITHDRAWAL POLICY

A contract with Western College may be cancelled when:

- A.** The **student serves written notice of intent to withdraw** to the administration of the school. The withdrawal date will be the date that the written notice has been received by the school.
- B.** The **school serves written notice to the student** that the contract has been terminated due to the failure of the student to comply with any of the terms and conditions or policies of the school. The **withdrawal date will be the date that written notice has been served.**
- C.** In the event that the **student does not serve written notice of withdrawal**, the student will be withdrawn no later than 30 days from the last day attended. The withdrawal date will be the last day attended, or the date that the last assignment was received. A registered letter will be sent to the student informing them of withdrawal from studies.

WITHDRAWAL DATE AND NOTIFICATION OF STUDENT FINANCIAL SERVICES

The withdrawal date and notification of Student Financial Services / Student Aid will be pursuant to the relevant Provincial Private Career Colleges Acts and Regulations and the Provincial Designation Policies, which are summarized below:

Newfoundland & Labrador

A complete copy of the Private Training Institutions Regulations, under the act, is available from the Administrative office.

TUITION REFUNDS:

Tuition refunds will be made pursuant to the regulations of the provincial licensing authority. See **Appendix C for the Tuition Refund Policy** relevant to your provincial jurisdiction.

Tuition or book refunds where applicable will be returned directly to the funding agent or individual. **Under no circumstances will a refund cheque be released to students who have student loans for the respective academic year.** Students authorize the return of funds to the lender as part of their loan agreement for Canada and the respective provincial student loans.

GENERAL

Instructor Evaluations

We value students' input. At the end of each module, an instructor feedback questionnaire will be administered in each classroom. This anonymous evaluation gives the student an opportunity to voice opinions regarding any aspect of the school and the training. A summary of results is reviewed by the Campus Manager with the instructor after each module.

To ensure the reliability and validity of this questionnaire, we request that students express concerns and observations in a fair and professional manner.

If a student has a concern during the module, he/she should speak directly to the instructor so that problems can be resolved immediately. If this is not effective, the student should request a meeting with the Campus Manager.

Computer Software and Equipment

While using school equipment and software the student is responsible to take reasonable care of the software and equipment with which they are working.

Only authorized software and hardware is permitted on school property and equipment. Any student using pirated or privately owned software on school equipment may be placed on

disciplinary probation or expelled.

Any student who copies software from the hard drive or the network may be placed on disciplinary probation or expelled.

Western College has the right to view, approve and remove all material on school equipment.

NOTE: This regulation is necessary to prevent the spread of viruses. Students are prohibited from using data diskettes and software and/or hardware other than those provided by the school. If there is a question about a possible virus, please consult the instructor.

Internet

The use of the Internet is specifically for class-related projects as directed by Western College personnel. Students are not permitted to use the internet for accessing chat lines, instant messaging or illicit material.

Internet privileges **will be suspended** in instances where the guidelines (provided in each classroom) are not followed. The downloading, possession and/or use of pornographic materials is prohibited. Inappropriate Internet use may lead to dismissal.

Storm Days

Western College aims to prepare students for the workforce and strives to reflect policies and procedures of the business community. Therefore, with respect to winter storm policy, Western College will remain open unless there are extremely inclement weather conditions (i.e. the general business community is forced to close). Such a decision will be announced on local radio stations.

Should the decision be made by the school to cancel, local radio stations will be contacted between 6:30 a.m. and 7:00 a.m. for morning classes and by 12 noon for afternoon classes.

Despite this policy, it is the personal decision of each student whether it is safe to travel to and from the school during a storm.

Break Time

The amount of time available for a break in a four-hour teaching day is **twenty minutes**. Students are expected to respect this time limit just as they will be required to respect such limits when they are employed in the business community. Tardiness by students at break is treated in the same manner as tardiness at the beginning of class. (See Attendance Policy.)

Students are asked to respect the Instructors during their lunch, morning and afternoon breaks. The Instructors will not be available during this time, however, help will be provided as soon as possible.

Smoking

Western College has a **smoke-free** environment, and smoking is **not permitted anywhere within the building**. Any student found smoking in the building will be suspended.

There is a designated smoking section in the **back of the building ONLY**. Smoking in front of the school or at the side entrance is strictly prohibited.

Location of Fire Exits

Fire exits routes are posted outside every classroom and in hallway.

Cellular Phones

The use of **cellular phones** and **text messaging** is **NOT PERMITTED** in the classroom or in the office areas.

Photocopying

In general, students are not able to use the school photocopier. School related copying must be approved by instructors.

Copies from textbooks of any kind are not permitted.

Students will be permitted a **maximum of 10 copies** of their resumes. Students wishing to make **additional copies** of their resumes may do so at a price of **ten cents per page**.

Reference Checks For Students

A form for References (see Appendix D) will be kept in the Career Services Department and the students will have to request it from them. Career Services is to have the student fill out a release form that allows the school to give out information regarding the student.

On this form current and past instructors can give references on the student (providing they are willing) as long as the instructor signs the form. The reference calls will go through Career Services and a message will be left for the instructor to call the employer back.

With the signed release form the campus can also give out an institutional reference, which only includes start dates, name of diploma and completion dates.

Theft

Any student caught stealing; vandalizing or defacing school property will be immediately expelled from the school. The matter will be reported to the police and charges may be laid.

Related Training

Several programs at Western College require students to participate in related training provided by third parties to Western College (First Aid/Heart Start, Non Violent Crisis Intervention, Suicide Intervention, etc.)

Western College will schedule related training sessions during the student's program. If a student is unable to attend his/her scheduled time for any reason, the student will be responsible for completing the certificate outside regular class time, at his/her own expense.

Sexual Harassment Policy

The management of Western College believes in fair and equal treatment regardless of gender and sexual orientation. Sexual harassment will not be tolerated. Appropriate disciplinary action will be taken against any employee or student found to have initiated any form of sexual harassment. This disciplinary action could include suspension or dismissal, depending on the circumstances of the harassment.

Employees or students experiencing or aware of, any sexual harassment within the organization should report the situation to the Campus Manager, either directly or through a supervisor or instructor. Complaints will be addressed within 24 hours.

Western College complete Sexual Harassment Policy is posted on the bulletin boards located throughout the school and in Appendix E.

Learning Disabilities

It is the student's responsibility to self-identify a disability on the admission application. Supporting documentation should be forwarded at this time as well. Once received by the admissions office, the application will be forwarded to the Student Relations Coordinator for follow-up.

Students are encouraged to apply early as appropriate accommodation can take time to plan and implement.

Students who are already registered with Western College but who did not self-identify during the application process are encouraged to contact the Student Relations Coordinator to discuss any disability-related needs.

Use of Drugs / Alcohol

Any student found under the influence of any controlled substance (e.g. alcohol or drugs) without a doctor's consent will be suspended from school. A second offence will lead to expulsion.

Inappropriate Language / Behaviour

The use of profane language in a classroom will not be tolerated. Any student found using profanity to an instructor or another student will be subject to disciplinary action. Rowdiness, shouting, fighting or blatant lack of respect for staff or other students will not be permitted and will result in disciplinary action.

Private Career Colleges

The Private Occupational Act (NB), Private Career Colleges Regulation Act (NS), Private Training Schools Act (PE), and the Private Training Institutions Act (NL) govern all private schools and Western College abides by their rules and regulations. The school keeps on file a copy of the Tuition Refund Policy excerpt of the legislation pertaining to the retention of fees, signed by the student. In the event that you have any questions, please consult your Admissions Representative or the Campus Manager.

Revision of Rules and Regulations

These rules and regulations are subject to revision **without notice**. Check with Administration for the most current copy of the Policies and Regulations of Western College.

DRESS CODE

It is the school's policy to encourage a professional business environment and, as such, students are expected to dress accordingly. Students are not expected to spend money on an elaborate wardrobe. On the contrary, students should practice economy while presenting a business-like image. Instructors and staff are available for advice.

All clothing, should be clean, pressed, or wrinkle free and without holes or frayed areas.

Follow this simple rule: do not wear anything you can see over, see under or see through.

Good grooming and hygiene are always expected.

No scents (cologne, perfume, scented sprays) are permitted.

CASUAL DRESS

While Western College will make every effort to help students feel comfortable, the following dress code must be adhered to:

No tank tops, spaghetti straps or halters

No low-rise pants/jeans/shorts

No bare feet

No hats in classroom/office areas (ball caps will be allowed on exam days)

No bare midriffs, belly tops

No unkempt or inappropriate t-shirts/sweatshirts

No muscle shirts

No sweat pants

No short shorts (not above the middle thigh)

No torn shorts, jeans

Leggings are permitted with a long blouse or dress

Nothing too short, too tight or too revealing. Discreet Makeup

CONFLICT RESOLUTION POLICY

Western College is committed to using conflict resolution to settle arguments and prevent violence. We use the Conflict Resolution Policy for major disagreements, as well as minor misunderstandings. Western College expects all staff and students to follow the guidelines set out here.

We encourage everyone to talk directly to each other when conflicts first arise. Request to speak with your instructor or an administrator regarding your concerns. You will receive a response to your request within 24 hours.

The instructor or administrator will work with all involved to reach a resolution. If the resolution is satisfactory to all involved, all agree to put the resolution in place.

If the resolution is not satisfactory to all involved, Corporate Management will address the conflict. Again, if a satisfactory resolution is reached, all agree to put it in place.

As a final resort, when a satisfactory resolution cannot be resolved within Western College and/or Corporate Management, the student(s) may approach the relevant provincial Department to resolve the dispute. The Department will review the issue(s) in question with all parties involved and propose a resolution.

Graduation

Graduation is held annually. Any student who has met the criteria as established by the school for his/her course of study is eligible to graduate. Each year at graduation an award is given for outstanding achievement in each program, student of the year, and 100% attendance.

GRADUATION WITH "HONOURS"

Honours designation is awarded to students who have obtained the following:

1. A minimum overall average of 90%, with no module grade lower than 80%.
2. A minimum overall attendance of 95%.

Transcripts and Official Documents

An official transcript will be provided within thirty days of completion of all course requirements, provided all financial obligations have been met.

A diploma will be issued upon completion of the program provided the following requirements have been met:

- The student has successfully completed all modules and other requirements as specified in the course outline.
- The student has achieved a passing grade or successful completion in each module, along with any applicable keyboarding speeds.
- All financial obligations have been met.
- Certificates will be awarded upon successful completion of any non-diploma modules provided all financial obligations have been met.
- A fee of \$35 will be levied for any returned cheques regardless of the reason it is returned.

Work Term

All students must complete a work term; work terms are arranged and guaranteed by the Private Training Institution.

To be eligible for a pre-arranged work term, students must successfully complete all modules, maintain a 90% average attendance and all financial obligations must be met.

Students are responsible for arranging an appointment with the work term coordinator to discuss possible contact placements.

A work term is considered achieved once the work term employer signs the work term evaluation and the form is returned to the Career Services Department.

All students who are sent for a work term should bear in mind at all times that they are representative of this school and should act accordingly.



"Shaping the Lives of Tomorrow's Workforce Today!"

VERY IMPORTANT INFORMATION CONCERNING YOUR STUDENT LOAN

YOUR RESPONSIBILITIES AS A STUDENT LOAN HOLDER

Student Loans are not a prize or grant. They are a debt you owe to the lender. As with any other loan, you have an obligation to repay the money, as set out in the terms and conditions on the back of your loan schedule.

A careful review of these terms and conditions will indicate your other responsibilities, such as keeping your lender informed of your loan schedule.

You have signed a legally binding contract and there are legal consequences to not repaying.

YOUR FINANCIAL FUTURE

By staying in touch with your lender - and repaying under the terms agreed to - you establish a good credit relationship with your lender.

Lenders may report every student loan to a credit bureau, so the loan is a permanent part of your credit history. A good credit history can give you access to credit in future.

YOU MUST CONTACT YOUR LENDER

- If you change your address.
- If you have had previous student loans with other lenders.
- Within six months after completing or withdrawing from studies.

I have read and understand that monies received from Student Financial Assistance are on loan and accept my responsibility to repay this loan according to the repayment terms outlined by Student Financial Services.

Student signature

Date

Please sign in duplicate and return one copy to the school.

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FINANCIAL

Financial Obligations

Students are financially responsible for all charges after the enrolment contract has been signed. All fees are payable as specified in the Student Payment Plan.

The financial obligations of the student and the institution are clearly outlined in the relevant Provincial Act. Every student is given a copy of this section of the regulations as part of their Terms and Conditions signed upon enrollment.

A fee of \$20.00 may be levied for any returned cheques regardless of the reason they are returned.

If a student has not fulfilled all financial obligations to the institution, Western College has the right to deny the following, until all balances have been paid:

- **the release of any earned certificate, diploma or transcript of marks**
- **student work-term experience**
- **suspension of classroom privileges**

Canada Student Loans/ Provincial Student Loans

Student Loans are government-sponsored plans that provide loan assistance to full-time students based on certain criteria.

These loans are intended to supplement, not replace, the resources of the student and his/her family. Government Student Financial Assistance determines your student aid eligibility.

Western College may offer an opinion on student aid matters but Government Student Financial Assistance makes the final decision. Applications are available from the Financial Services Department at your campus or directly from Government Student Financial Assistance.

All monies received from the Government Student Financial Assistance program will be applied to the student's outstanding course fees unless other specific arrangements have been made.

Repayment of student loans commences six months after the completion of the student's program or six months after the last day in attendance in the event of withdrawal.

For more information contact:

Student Financial Services Division,

P. O. Box 8700, St. John's, NL A1B 4J6

www.gov.nl.ca/studentaid

Tel: (709) 729-5849, Toll Free: 1-888-657-0800

Sponsored Students

- **Student Loan requires that a student be withdrawn for student loan purposes in the event of an extended absence from class. In order to comply with Provincial Student Loan Legislation Western College must notify Student Financial Services of any absences in excess of 14 days This will result in suspension of the student loan,** triggering the immediate accumulation of interest. Repayment of the loan will be required to begin six months from the withdrawal date (30 days after the last day attended). In addition to this, the student's future ability to access student loan may be affected. Please refer to the **Withdrawal Policy** for more details.

Messages:

Messages for the students will be held at the front desk for a twenty-four (24) hour period. Classes will **ONLY be interrupted in the case of an emergency.**

Food and Beverages:

The consumption of food/beverages is to be in designated areas only. Beverages may be brought into the classroom in a spill proof container **only**. Eating in the classroom is **not** permitted. Any student in violation of this policy will be asked to leave the classroom.

SCENT FREE ENVIRONMENT

There are students in the building that have allergies that can be "Fatal". We respectfully ask that all students/staff & visitors refrain from wearing ANY scented products. Some of these include: perfume, cologne, hair spray, body sprays, hand/body lotions, tanning oils, (melon, cucumber, coconut scents, and lavender) etc.

If a student attends class and is wearing scented products, they will be asked to leave the premises and will be marked absent.

Classroom/Lab availability

Classrooms and labs are available during regularly scheduled classes (8:30 am – 5:15 pm). Although there is no specific class assigned as a resource centre/library, computers are often available in both labs and lecture rooms for student use. Certain programs will have resources available in the classroom and from the Program Manager.

Lockers

Lockers are not available at Western College. All money and valuables are the responsibility of the student.

Lunchroom

A student lounge is provided for all students.

SCHEDULED HOLIDAYS

There will be **no classes** scheduled on the following dates for reasons indicated:

NEW YEAR'S DAY	JANUARY 1, 2014
GOOD FRIDAY	April 18, 2014
EASTER MONDAY	APRIL 21, 2014
VICTORIA DAY	MAY 19, 2014
CANADA DAY	JULY 1, 2014
SUMMER VACATION	JULY 28– AUGUST 8, 2014
LABOR DAY	SEPTEMBER 1, 2014
THANKSGIVING	OCTOBER 13, 2014
REMEMBRANCE DAY	NOVEMBER 11, 2014
CHRISTMAS HOLIDAYS	DECEMBER 22 – JANUARY 2, 2015
NEW YEAR'S DAY	JANUARY 1, 2015

STEPHENVILLE CAMPUS STAFF LIST

Administrative Staff

Ian Stokes – B. Voc. Ed	Director of Campus Operations/Principal (Main Street Campus)
Andre Perrier – MCSE, MCTS, MCSA, MCP, CAN, Net+, A+	Principal (Carolina Avenue Campus)
Arlene Aucoin – CRT (SS)	Office Manager (Carolina Avenue Campus)
Vivian Pomeroy	Admissions Representative
Christa Hall (APBA Dip.)	Administrative Assistant (Carolina Ave. Campus)
James Klassen (APBA Dip.)	Admissions Representative
Melissa Fulford	Receptionist

Instructors

Bert Alexander – P. Hrc., RPR, CMP	Accounting/Payroll & Business
Craig Saunders - D.A.A. (CS), A+ MOUS	Computer Applications/IT
Eric Samms – MCITP,MCSE, MCTS, MCSA,MCP, NET+, A+	Information Systems Specialist
Alice Critchley-Felix - RN	Home Support Worker/Personal Care Attendant
Ben Bennett – BSc., B.Ed	Adult Basic Education
Len Bennett– BSc., B.Ed	Adult Basic Education
Brian Butt- B.A. B.Ed	Adult Basic Education
Cynthia Downey – BSc, B.Ed, BSPEd	Adult Basic Education
Trent White & Mike Batt	Pharmacy Assistant
Mark Bennett – B.A, B Ed.	Adult Basic Education

Maintenance

Keith Bennett
Joyce Morrissey

Please sign in duplicate and return one copy to the school.

Advanced Academic Standing
Application

INSTRUCTIONS: Complete Parts 1, 2 & 3. Submit to the Campus Manager. Official transcript and course outline and any supporting documentation must accompany this form.

Print Clearly

Part 1

Last Name: _____ First Name: _____
 Address: _____ Apt.# _____
 City: _____ Postal Code: _____
 Home Telephone: _____ Program: _____
 Campus: _____

Part 2

Western College Module	Previous Subject (documentation attached)	Work Experience (documentation attached)
1.		
2.		
3.		

Part 3

I certify that the attached final marks, course outline and supporting documentation are original and/or certified true copies. I understand that the information on this form is used for assessment of Advanced Academic Standing for the course(s) indicated above.

I have read the above statement and hereby authorized the release of information contained herein to the aforementioned.

STUDENT: _____ DATE: _____

Office Use Only	
ADMIN.: _____	DATE: _____
Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	

Prior Learning Assessment Application

INSTRUCTIONS: Complete this form and submit it to the Campus Manager.

Print Clearly

Part 1

Last Name: _____ First Name: _____
 Address: _____ Apt. #: _____
 City: _____ Postal Code: _____
 Home Telephone: _____ Program: _____
 Campus: _____

Part 2

Checklist of student portfolio to be included with this form	<input checked="" type="checkbox"/>
A detailed letter describing why you feel you may qualify for Prior Learning Assessment	<input type="checkbox"/>
A resume describing in detail all of your past work experience	<input type="checkbox"/>
Letters from appropriate employers, indicating in great detail your skill level in the appropriate areas	<input type="checkbox"/>
Details of employment training programs	<input type="checkbox"/>
List of independent or self-directed study programs	<input type="checkbox"/>
List of non-credit courses, supported by course outlines	<input type="checkbox"/>
List of relevant volunteer or community work, supported by detailed letters indicating skill levels	<input type="checkbox"/>

Part 3

I certify that the attached final marks, course outline and supporting documentation are original and/or certified true copies. I understand that the information on this form is used for assessment of Advanced Academic Standing for the course(s) indicated above.

I have read the above statement and hereby authorize the release of information contained herein to the aforementioned.

STUDENT: _____ DATE: _____

Office Use Only

ADMIN.: _____ DATE: _____

Application Approved Yes No

PROVINCE OF NEWFOUNDLAND

Department of Education

Tuition Refund Policy

Retention and repayment of fees

17. (1) Where a student has contracted for a course of instruction at a private training institution and subsequently exercises the option to void the contract at least 21 days before the commencement date of the course, the private training institution shall refund money paid by or on behalf of the student including the registration fee under section 16.
- (2) Where a student has contracted for a correspondence course at a private training institution and subsequently exercises the option to void the contract within 14 days of signing the contract, the private training institution shall refund money paid by or on behalf of the student including the registration fee under section 16.
- (3) Notwithstanding any provision contained in a contract in respect of a course of instruction at a private training institution, the institution shall not retain money paid for or on account of instruction given by the private training institution where the registrant or representative of the private training institution has made false or misleading statements regarding the course of instruction or regarding the nature of the contract for the purpose of inducing a person to enter into the contract and all money so received shall be immediately repaid to the person who has paid it and the contract is void.

Exceptions to refunds

18. (1) Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under section 16 where the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution less than 21 days before the commencement date of the course of instruction of the student's intention not to commence the course of instruction.
- (2) Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under section 16 and 10% of the total course fees where
- (a) the student has contracted for a course at a private training institution and does not give notice in writing by registered mail to the private training institution before the commencement date of the student's intention not to commence the course of instruction and does not attend the first 5 consecutive days of the course of instruction; or
- (b) the student has contracted for a course of instruction for a correspondence course at a private training institution and gives notice in writing by registered mail to the private training institution more than 14 days after signing the contract and provided all lessons have been returned in good condition.

- (3) Students of private training institutions shall be entitled to a refund of money paid where:
- (a) the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution after the commencement date of the course of instruction of the student's intention to cease taking the course of instruction;
 - (b) the student has contracted for a course of instruction at a private training institution and fails to exercise the option to void the contract under section 15 before the date upon which the first class is held, then exercises the option notwithstanding that the student may not have participated in the course of instruction;
 - (c) the student has contracted for a correspondence course at a private training institution and exercises the option to void a contract under section 15 after part of the course of instruction has been supplied and serviced; or
 - (d) a private training institution
 - (i) has the registration cancelled,
 - (ii) has the renewal of the registration refused and the registration has expired, or
 - (iii) has not applied for renewal of registration and the registration has expired.
- (4) Refund of money referred to in subsection (3) shall not include
- (a) the registration fee under section 17;
 - (b) the fees for the proportion of the course already supplied and serviced or in the case of correspondence courses the fee for lessons supplied and evaluated, and for the purposes of this paragraph any portion of a week shall be considered one week in determining the amount of the refund; and
 - (c) the retail cost of equipment that has been supplied to the student by the private training institution unless the equipment has been returned to the private training institution unopened or as issued within 10 days of receipt by the student.
- (5) Where a student withdraws from a course of instruction 21 days after the commencement of a semester, a private training institution may impose an administrative fee of 10% of that semester's tuition, to a maximum of \$500.

Refund not required

- 19. (1)** Where a private training institution has supplied and serviced two-thirds or more of a course of instruction and has not received a proper notice of a student's intention to cease attending the course before that date, the private training institution shall not be obliged to refund money paid for or on account of the fees by or on behalf of a person who has contracted for that course of instruction.
- (2)** The private training institution is not required to repay money to a student, where
- (a) a student has contracted for a course of instruction at a private training institution and the registration of this private training institution is cancelled expires before the course of instruction has been completed;
 - (b) where a course of instruction offered by another registered private training institution is the same or similar to the course of instruction contracted by the student under paragraph (a); and
 - (c) where the student and the private training institution referred to in paragraph (a) agree in writing with the owner or operator of the registered private training institution referred to in paragraph (b) that the student will complete the course of instruction at the registered private training institutions referred to in paragraph (b) at no additional cost to the student.

Tuition fees

- 20.** A private training institute shall collect from student's tuition fees not in excess of the amount required to cover one semester at a time.

Acknowledgment and account statement

- 21.** Where a private training institution received a proper notice of a student's intention to withdraw from a course, the private training institution shall acknowledge receipt of the notice and provide the student with a statement of money retained by the private training institution.

Time of refund

- 22. (1)** Where a private training institution is required to refund money under sections 17 and 18, refunds shall be made to the person entitled within 30 days of the receipt by the private training institution of the notice referred to in sections 17 and 18.
- (2)** If a student received a student loan, the refund cheque is to be made payable both to the bank and the student.

Refunds upon dismissal for cause

23. (1) Where a private training institution has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of an institution regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private training institution has satisfied the superintendent that the dismissal was for good cause, the private training institution shall refund money paid for or on account of the fees by or on behalf of the student except
- (a) the registration fee under section 16; and
 - (b) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction.
- (2) Where a private training institution has dismissed a student under subsection (1), the private training institution may retain, in addition to the money referred to in subsection (1), an amount required to repair or replace property of the private training institution that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private training institution has satisfied the superintendent that the damage or destruction was caused by the wilful action of the student.



CAREER SERVICES

RELEASE OF PERSONAL INFORMATION FORM

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

PERSONAL INFORMATION TO BE RELEASED:

INFORMATION CONCERNING MY ATTENDANCE, ACADEMIC PERFORMANCE, WORK ETHIC AND ATTITUDE WHILE ATTENDING WESTERN COLLEGE MAY BE RELEASED, IN ADDITION TO THE FOLLOWING:

SIGNATURES OF STAFF MEMBERS OF WHOM I HAVE REQUESTED REFERENCES:

(SIGNATURES MUST BE PRESENT BEFORE REFERENCES WILL BE GIVEN)

CONSENT:

I HEREBY EXPRESSLY AUTHORIZE WESTERN COLLEGE, ITS STAFF, EMPLOYEES, AGENTS OR SERVANTS, AND ANY PERSON ACTING ON ITS BEHALF, AND IN PARTICULAR, THE STAFF MEMBER(S) NAMED ABOVE, TO RELEASE PERSONAL INFORMATION ABOUT ME AS SPECIFIED ABOVE. I WAIVE ANY RIGHT TO PRIVACY IN SUCH INFORMATION TO WHICH I MAY BE ENTITLED AT COMMON LAW AND UNDER THE PROVISIONS OF ANY STATUTE, IN PARTICULAR, BUT NOT TO OVERRIDE THE GENERALITY OF THE FOREGOING, THE PRIVACY ACT OF CANADA AND THE PROTECTION OF PERSONAL INFORMATION ACT (C. P-19.1, R.S.N.B., AS AMENDED).

I HEREBY WARRANT THAT THE INFORMATION CONTAINED IN MY RESUME AND OTHER MATERIALS IS ACCURATE AND TRUTHFUL, AND THAT I HAVE EXECUTED THIS DOCUMENT FREELY AND VOLUNTARILY.

STUDENT SIGNATURE: _____ **DATE:** _____

RESUME ATTACHED: YES/NO **UNOFFICIAL TRANSCRIPT ATTACHED: YES/NO**

NOTE: This consent form must be signed and returned to Career Services to allow any Western College staff member to release information to prospective employers on your behalf. If the completed form is not on file, we will assume we do not have your consent to release information, and CompuCollege staff members will be limited in our ability to provide a reference

Sexual Harassment Policy

THIS POLICY APPLIES TO ALL MANAGEMENT, EMPLOYEES AND STUDENTS

SEXUAL HARASSMENT CAN OCCUR IN DIFFERENT RELATIONSHIPS. THIS POLICY APPLIES TO ALL INDIVIDUALS IN THIS COLLEGE. IT INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING RELATIONSHIPS:

**EMPLOYER TO EMPLOYEE
EMPLOYER TO STUDENT
EMPLOYEE TO EMPLOYEE
EMPLOYEE TO STUDENT
EMPLOYEE TO EMPLOYER
STUDENT TO EMPLOYER
STUDENT TO STUDENT
STUDENT TO EMPLOYEE**

Sexual harassment can occur to any person, male or female, regardless of age, occupation, physical appearance or marital status. It is not a new phenomenon. People have been the victims of sexual harassment for years, but until recently the problem was not taken seriously. Now, along with an increasing awareness of the extent of sexual harassment, there is concern about developing strategies to deal with it.

There are steps that students, teachers and employees can take when faced with the problem and we have outlined these in this policy. Sexual harassment is harassment on the basis of sex and is prohibited under The Human Rights Act.

The management of Western College believes in fair and equal treatment regardless of gender, and sexual harassment will not be tolerated.

1. INTRODUCTION:

The following describes the College's policy on sexual harassment as it pertains to all students, employees and non employees at the workplace. (Non employees are those individuals who are providing service to the College but are not employed by Western College).

This Policy will help familiarize all employees and students with what constitutes sexual harassment at the workplace. It also addresses a reporting structure which employees and students may use if they become subjects of sexual harassment by any other employee or any other student. This structure is designed to ensure immediate action and confidentiality in dealing with the situation.

2. SEXUAL HARASSMENT POLICY IN OUR COLLEGE:

Western College will not tolerate sexual harassment in the work place and is committed to providing a working environment free of such behaviour. Appropriate disciplinary action will be taken against any employee or student found to have initiated any form of sexual harassment in the college. This disciplinary action could include suspension or dismissal, depending on the circumstances of the harassment.

The Campus Manager is responsible for employee awareness of the Sexual Harassment Policy through the delivery of educational material to all employees and students. Discussion of the Sexual Harassment Policy will be a part of ongoing orientation and training sessions delivered by the Campus Manager or his/her designate.

Employees or students experiencing or aware of, any sexual harassment within the organization should report the situation to the Campus Manager, either directly or through a supervisor or instructor, following procedures outlined below. Within 24 hours of receiving a complaint procedures described in the document will be initiated.

3. DEFINITION:

For the purposes of this policy, "Sexual Harassment" means any sexual advance that threatens an employee's job or well-being. It is usually an expression of power made by someone perceived as having authority. Such behaviour may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents.

Sexual harassment may be expressed in a number of ways, including the following:

- Unnecessary touching, patting, pinching.
- Suggestive remarks or other verbal abuse, showing offensive pictures or printed matter.
- Demands for sexual favours.
- Physical or sexual assault.
- Be a behaviour directed at an individual by a person who knows, or ought reasonably to know, that such attention is unwanted.
- Be a behaviour that might, on reasonable grounds, be perceived by a person as placing a condition of a sexual nature on employment or on any opportunity for advancement.
- Involve conduct, comment, gesture, material, or contact of a sexual nature

Sexual harassment can extend to incidents occurring at or away from the workplace, during or outside of normal working hours, provided such acts are committed within the course of employment or in the provision of goods, services, or facilities by the employer.

The sexual harassment policy is:

- The School is actively concerned that sexual harassment does not occur in our workplace.
- The School recognizes and supports the policy guidelines on sexual harassment established by the provincial Human Rights Commission. The guidelines are as follows:

Unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a condition of employment,
or
2. Submission to or rejection of such conduct is used as the basis for employment decisions,
or
3. Such conduct has the intention or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.
 - a) The school will not tolerate acts of sexual harassment at the workplace by individuals involved in the operation of School business. Appropriate disciplinary action, reflecting the seriousness of the offence, will be imposed upon offenders of the school policy and will be consistent with the school's disciplinary practices.

4. FALSE ACCUSATIONS

To falsely accuse someone of sexual harassment is a serious offence. If the allegation of sexual harassment is not substantiated and is determined to be a false claim, appropriate action will be taken against the individual making the false allegation. Thoughtful consideration should be given to the situation prior to speaking up.

5. REPORTING PROCEDURES:

The reporting structure has four components:

1. Identification

When an individual perceives he or she has become a subject of sexual harassment as outlined in the policy that person must tell the offender they do not approve of the behaviour and it is appropriate to stop immediately. In a majority of cases, offenders feel their behaviour is harmless and do not realize the negative effect it is having on the subject. In many situations, once the subject communicates his or her position to the offender, it will stop.

If the initial harassment is severe and therefore inappropriate to be discussed with the offender, the individual should proceed directly to step 3, Referral.

2. Documentation

Should the offender continue the inappropriate behaviour, the subject must document each offensive suggestion, remark or action, including the time, date and place the incident occurred noting the names of any witnesses.

The subject should inform the offender that each offensive action is being documented and should the behaviour continue; the information will be referred to the appropriate sources - his/her superior or Management.

3. Referral

If the offensive action continues or if the first episode is severe then the subject should inform the Administration of the allegation and the facts surrounding the incidents. If the subject does not wish to discuss the circumstances with his or her supervisor for the following reasons:

- a) The supervisor is the individual who is responsible for the sexual harassment;
- or
- b) The employee does not feel comfortable or secure discussing the allegation with the supervisor;

Then the subject can contact Senior Management or the Owner or General Manager.

4. Resolution

The Campus Manager or Management will request all information such as dates, names or witnesses, remarks, and actions.

The allegation will be dealt with immediately and with the strictest confidence possible. The appropriate party will contact the offender to discuss the allegation and determine the facts as he/she sees them. The legitimacy of the allegation must be assured to determine how the complaint is to be resolved. The allegation will be handled at the most appropriate level of management required to resolve the complaint.

- a) The seriousness and effects of the offence will be discussed with the offender;
- b) The offender must agree to take the following steps:
 - 1) the harassment must stop immediately without any repercussions to the subject;
 - 2) if there have been any economic or job-related repercussions to the subject they must be offset; and

- 3) the subject must be given a letter of apology and a promise the action will never recur.
- c) The appropriate disciplinary action will be taken.

6. DISCIPLINARY ACTION:

Any action taken against the offender will be based on the circumstances surrounding the allegations of sexual harassment. Disciplinary measures taken will be influenced by a variety of factors such as persistence, severity of behaviour and the co-operation and willingness on the part of those involved to change their behaviour.

Management will use flexibility in the sanctions to be imposed on offenders. A verbal reprimand and warning may be all that is required. A warning, whether verbal or written, may include recommendations for counselling.

In more serious cases in which the circumstances are quite severe or it is a repeated offence, disciplinary action may include suspension without pay or even discharge from the School.

If sexual harassment has been substantiated the incident will be documented in the offender's personnel file. No formal record will be kept if the allegation is not substantiated.

7. HUMAN RIGHTS COMMISSION:

It should be noted that an internal complaint does not prevent an aggrieved party from filing a complaint with the Human Rights Commission. However, it should be noted that there is a time limit of twelve months from the date of the offence in which to file a Human Rights Complaint.