



CAREER CITY  
— COLLEGE —

# STUDENT HANDBOOK



2024/2025

Your Career Start Here!

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## Welcome to Career City College

Congratulations on making the wonderful decision to further your education and solidify your future! The career landscape and job market today has changed significantly from years ago. For you to keep up, it is imperative that your education is up to date, career focused, and readily available! It is the single goal of Career City College (CCC) to champion your career success through up to date and accessible skills development.

For many, the entry into education is new and daunting. However, at CCC, we aim to make this transition and journey as pleasant and as seamless as possible. We know that with a great education, it becomes easy to change your life and your future. Nelson Mandela may have stated it best when he said, “education is the most powerful weapon which you can use to change the world.” At CCC, we look to arm you with this tool to better your career and your life!

At CCC, we measure our success by your ability to succeed. As such, we have designed our courses and our curriculum to be as comfortable and as efficient as possible. We are also 110% committed to providing you with the support and resources necessary to succeed. As such, if you ever have a question or concern about your education, please do not hesitate to contact us immediately.

On behalf of all the staff and faculty at CCC, welcome to your future and we wish you all the best on this incredible journey!

## Student Handbook

This Student Handbook is a great resource as it will provide you with a wealth of important information in relation to your education. Please take the time to read through all of it and keep it as a reference so that you will be well equipped to handle your education here on in.

## Mission Statement

**To champion career success through up-to-date and accessible skills development.**

We do this by ensuring that our curriculum is both current and meeting industry standards as well as by ensuring that our education is available to as many students as possible as often as needed. By providing education in this manner, we hope to improve the lives of the people, families and communities in which we live.

## School Contact Information

To contact the school at any time, please use the information listed below:

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Campus Director

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**Penny Gandhorkia**

Finance and Operations Administrator

Student Services

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[studentfinance@careercitycollege.ca](mailto:studentfinance@careercitycollege.ca)

**Jenny Koropatnicki**

Senior Education Administrator Program

Instruction Department

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**Jag Basran**

CEO

(604) 670-7905

[jbasran@careercitycollege.ca](mailto:jbasran@careercitycollege.ca)

## Values

### Student Centeredness

We value students as the center of our business and thus focus our business and our actions on individual student needs.

### Community

We value and are dedicated to serving our community through education and depend on the collaborative help of the community to support and allow our students to succeed.

### Transformation

We value the personal and professional growth of each student resulting in the personal transformations that change their lives and that of their families.

### Teamwork

We value the teamwork of our students, our staff, our funders, and our community partners to band together to support and motivate our students.

### Integrity

We value accountability and transparency in all aspects of our business and actions to foster a healthy and open environment for learning.

### Professional Development

We value the encouragement and support of our staff and students to perform at their best by regularly challenging them to improve and increase their skills and skill sets.

### Admissions Policy

Unless otherwise stated in a Program Outline, applicants must have completed grade 12 or equivalent, or have mature student status (at least 19 years old). Applicants whose primary language is not English may also need to achieve a minimum of 60% on the CCC language assessment prior to enrolling. Admissions requirements may not be waived by the institution.

### Prior Learning

We do not conduct prior learning or work experience assessments, nor do we give credit for them with an exception when an existing student wants to upgrade from a certificate to a diploma program at the sole discretion of the Admissions Director and Senior Education Administrator.

### Financial Assistance

Financial strains are one of the biggest reasons that cause students to be unable to graduate. We have many financial options for our students. If you need financial assistance, please contact the college immediately so that we may assist you.

## Tuition Fees

Tuition fees for our programs include personal instruction, lessons and lectures. Tuition fees do not include other school fees including administrative fees, technology fees, environmental fees, or textbook costs.

Tuition may be paid by e-transfer, cash, personal cheque, Visa or MasterCard. The primary responsibility for financing educational expenses rests with the student. CCC, however, is happy to offer financial support resources and counselling to aid students in acquiring financial assistance.

Student's tuition fees are eligible for tax credits and students will be supplied with social receipts. A T2202A Tax Receipt, which includes the length of the program, is issued each January and includes the tuition paid for the previous year (January – December).

## Code of Conduct

Career City College's mission Statement is "To champion career success through up-to-date and accessible skills development". Our goal is to prepare you for the workplace. In the workplace professional conduct and communication is important. We also would like to see that professional conduct and communication within the college to other fellow students and staff.

To remain in good standing with the college students must:

- Maintain a minimum grade of 60% within each course
- Maintain a minimum of 60% attendance within each course
- Meet all financial obligations to the college on time
- Ensure that personal conduct is professional, respectful and in accordance with all the policies of the college as outlined in this handbook

## Student Notice

If a student is found to be lacking in any one of the areas outlined in the Student Code of Conduct, they will receive a student notice. This notice will inform the student of areas that require improvement. It will also state that if improvement is not seen, they may be dismissed from the course or the college.

## Distance Education Schedules and Times

Students enrolled in distance education programs are required to complete a minimum of 20 hours of study per week. Access to instructional assistance is available from Monday to Friday between 9am and 4:30pm PST via phone, email, or video call, excluding public holidays and during the Winter Break.

If you have an extenuating or emergent circumstance preventing you from attending regular hours, please contact the school immediately.

## Attendance Policy

CCC maintains a strict attendance policy regarding attendance and punctuality in keeping with our objective of training students for entry into the Workforce. In other words: Treat going to school like you would your job. Punctuality and regular attendance are mandatory.

1. The minimum attendance requirements for students are as follows:

Meet 70% Minimum Attendance of your full-time course load.

2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:

- All lates and absences will be recorded by your instructor and will become part of your permanent record.
- Consecutive Absences may infringe on your maintaining your eligibility for funding.
- Students with regular absences unexcused or excused will be required to meet with the Student Success Coordinator
- Regular Absences through the program may lead to dismissal.

3. The process by which students must report an absence is as follows:

If you are unable to attend class for any reason, contact the college immediately. If you cannot meet your minimum 70% attendance in a 20-hour week please communicate with your instructor or fill out The Absence Reporting Form (you can ask your instructor or Student services for this form

[studentservices@careercitycollege.ca](mailto:studentservices@careercitycollege.ca))

- Online students are expected to make regular progress through the course amounting to your weekly course hours spread as desired throughout the week. Failure to make daily progress (with a maximum of two consecutive days break) will be treated as an absence unless otherwise agreed upon with the institution.
- Absences may be excused by the school based on emergent circumstances where the student is able to verify their reasons. Doctor's notes or other verifications may be required.
- If a student is absent the college for a period of 5 calendar days without notifying the College of the reason for absence, the student may be considered as having an unexcused absence for that week.



#### **4. Asynchronous Distance Mode of Delivery Attendance requirements:**

- The student will be given access to the Online Learning Management System (Blackboard, GeniusSIS) and is expected to perform online learning of 20 hours per week within the LMS.
- The daily hours spent by the student within the LMS will be exported and saved in the student's file on a weekly basis.
- If a student does not attend a minimum of 60% of assigned weekly hours per week, they will be considered behind in the expected course during that week. It will be the responsibility of the student to study for additional hours the next week to make up for the remaining minimum hours.
- Since this is a self-paced attendance system, the student may be allowed to perform offline tasks to a maximum of 20% of each course hours. The student must submit the offline hours form to inform the college about the offline hours spent on each course.
- The student must follow the pre-defined sequence of courses in the program which are listed in the student portal. It is assumed that the weekly hours reported from the LMS are in the same sequence as prescribed in the Program Outline and Enrollment Contract.
- Any anticipated planned absence must be approved by the college in order to be considered as an excused absence. In case of excused absence, the student must compensate for the lost hours by studying for more hours in the weeks after the excused absence.
- Any unauthorized absence for two consecutive weeks will lead to dismissal from the full program due to non-compliance of the minimum attendance policy. Consequently, the student will be placed in a 30 days probation period to allow them to show their commitment to make up for the lost 2 weeks due to unauthorized absence. Failing to attend extra hours of study to reach satisfactory study hours will lead to a final dismissal from the program.

Please feel free to get in touch with your student success coordinator to keep track of your weekly progress and understand the attendance policy in a better way.

#### **Student Success Coordinator:**

**Mayu Tanaka, [studentservices@careercitycollege.ca](mailto:studentservices@careercitycollege.ca) or 250-410-4393**

We wish you good luck and hope you will find your learning journey rewarding.

## **Holidays**

CCC observes all public statutory holidays. On campus time missed due to holidays will be made up. CCC also annually observes a 2-week winter holiday at the end of December.

## Graduation Policy

To be able to graduate from the college and receive a certificate/diploma, students must:

- Complete all parts of their course/program within the set timelines
- Complete all parts of their course/program with a minimum grade of 60%
- Maintain a minimum course/program attendance of 60%
- Be paid in full for all financial obligations to the college

## Student Dismissal Policy

1. Career City College may dismiss a student from a program on any of the following grounds:

- Maintain a minimum grade of 60% within each course.
- Maintain a minimum of 70% attendance within each course.
- Meet all financial obligations to the college on time.
- Ensure that personal conduct is professional and in accordance with all the policies of the college as outlined in this handbook.
- Students unable or unwilling to repeat a failed course may be dismissed from their program. If a student is absent for more than 30% of any program, they may be dismissed from their program.

If a student is found to be lacking in any one of the areas outlined in the Student Code of Conduct, or if they continue with actions that were addressed in a Student Notice, they may be dismissed from the course.

2. The process by which a student may be dismissed from a program is as follows:

Dismissals will be communicated to the student in writing. Refunds will be calculated per the refund policy based on the date that the dismissal was issued. If a student wishes to dispute a dismissal, they are to follow the dispute resolution policy.

## Withdrawals

Students wishing to withdraw from their program must do so in writing. The date of withdrawal will be the date that the college receives this in writing from the student. Refunds will be calculated per the refund policy. Prior to withdrawing from the college, students are asked to contact the school immediately so any issues can be addressed.

## Financial Suspension Policy

This policy outlines the obligations regarding payment deadlines for students and third-party funders, along with the measures taken in case of non-compliance.

### I. Student Payment Obligations

**Payment Due Date:** Students are required to make all scheduled payments by the due dates specified in the enrollment agreement.

**Overdue Payments:** Payments are considered overdue if not made within 28 days of the due date.

**Grace Period:** A 7-day grace period is provided after the payment becomes overdue during which students may settle their accounts without facing additional penalties.

**Collection Measures:** Initial Reminder: Sent immediately after a payment becomes overdue.

**Final Warning:** Sent on the 8th day (post grace period), warning of impending temporary suspension.

**Temporary Suspension:** Issued if payment is not made by the date listed in the Final Warning. This suspension halts all academic activities and access to campus facilities.

**Resumption of Studies:** Academic activities and access are reinstated once the outstanding payments are fully cleared.

**Dismissal:** If payments are not settled during the temporary suspension, the student will be dismissed from the program.

### II. Third-Party Funder Payment Obligations

**Payment Due Date:** Funders must ensure payments are cleared in the student's account one week prior to the start of the program.

#### Collection Measures for Funders:

**Advance Notice:** Sent two weeks before the payment due date as a reminder.

**Overdue Notice:** Issued if the payment is not received one week prior to the program start.

**Final Warning:** Issued if the payment exceeds 28 days overdue, with potential consequences outlined.

**Impact on Student Enrollment:** If the funder fails to clear payments within the specified timeframe, the associated student may face financial suspension following the same process as direct student payments.

### III. General Collection Measures

**Communication:** All notices and warnings will be communicated via email and, where necessary, followed up by phone.

**Payment Plans:** Students or funders facing financial difficulties are encouraged to contact the Finance Department to discuss possible payment arrangements.

**Legal Action:** Persistent non-compliance may result in legal action to recover outstanding debts, with all associated costs to be borne by the student and/or funder.

This Financial Suspension Policy ensures that all parties are aware of their financial responsibilities and the consequences of non-compliance. Adherence to this policy is crucial for maintaining the integrity and financial stability of our educational programs.

Please note that this document outlines the standard policy for financial suspension. However, management reserves the right to review and override any part of this policy on a case-by-case basis, ensuring decisions are made with fairness and consideration of individual circumstances.

## Tuition Refund Policy

Career City College		#4071
Name of Institution		Institution Number
Tuition Refund Policy	January, 17 <sup>th</sup> , 2024	January, 17 <sup>th</sup> , 2024
Name of Policy	Effective Date	Revision Date

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"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	100% tuition and all <b>related fees</b> , 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"> <li>At least 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.

Circumstances when Refund Payable	Amount of Refund
<ul style="list-style-type: none"> <li>• More than seven days after the student and institution signed the enrolment contract, and</li> <li>• Less than 30 days before the later of:               <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	<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>
<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)</p>	
<ul style="list-style-type: none"> <li>• After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	<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"> <li>• After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.</li> </ul>	<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>
<p>Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> <li>• Student does not attend the first 30% of the program.</li> </ul>	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Institution receives a refusal of study permit (applies to international students requiring a study permit):</p>	
<ul style="list-style-type: none"> <li>• Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:               <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance</li> <li>b) The program start date in the enrolment contract</li> </ul> </li> <li>• Student has not requested additional Letter(s) of Acceptance.</li> </ul>	<p>100% tuition and all related fees, other than application fee.</p>
<p>After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):</p>	

<ul style="list-style-type: none"> <li>Student completed up to 30% of the program.</li> </ul>	<p>Institution may retain up to 30% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> <li>Student completed more than 30% but less than 50% of the program (based on evaluation provided to student).</li> </ul>	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> <li>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.</li> </ul>	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"> <li>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.</li> </ul>	100% tuition and all related fees, other than application fees

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).

## Grade Appeal Policy

1. The process by which a student may appeal a grade received in a course at Career City College is as follows:

- If a student is not satisfied with their received grade and/or they suspect an error has occurred they can appeal it to their instructor by communicating through phone, email or meeting.
- The instructor will then further evaluate the student's grade appeal
- If the instructor will then decide to reprimand the grade and/or provide the student another attempt on the assessment

All assessments grades will be official unless appealed in writing to the instructor within 5 days. If an amicable result is not reached, students should follow the dispute resolution policy.

## Grading Policy

Grades are based on various evaluations administered both during and at the end of each course.

Online courses will display evaluation results immediately, while on campus evaluations will be graded within 1 week. Students will receive an interim transcript at 30% of the program.

The minimum grade required to pass a course is 60%. If a passing grade is not attained, students will not pass that course and may need to retake that course to pass their program. Retaking any course may result in extended time being added to their program as well as added fees.

Letter grade equivalents are:

Percentage Grade	Alphanumeric Equivalent
95-100%	A+
89-94%	A
80-88%	B+
70-79%	B
60-69%	C
00-59%	F
Incomplete	Student is in course that has not yet ended
Withdrawn	Student Withdrew or was dismissed from course

Each graduating student will receive one official final transcript, and one official certificate/diploma upon successful completion of his/her program. Additional copies may have added fees.

## Academic Integrity Policy

Students are expected to engage honesty in their work. It is possible, however, to violate academic integrity even if you believed you were being honest.

As straightforward as the concept of academic integrity might seem, it may carry different meanings for different people, vary from institution to institution, or vary from culture to culture. This is a dangerous assumption that can lead to a rule violation.

Our integrity is revealed in the choices we make when we think no one is watching. - C.S. Lewis

It is important you review our academic integrity violation. If something is not clear it is best to contact your instructor or the institution for further inquiry.

You are responsible for the entire content and form of your work. You are also responsible to adhere to the academic integrity policy in all academic activities. If you are unsure, talk to your instructor.

## Inappropriate Collaboration

When two or more students submit identical or nearly identical work claiming it is their own, it can be a clear sign of inappropriate collaboration.

Academic dishonesty includes, but is not limited to:

- Fraudulently manipulating processes, electronic data or research data in order to achieve desired results.
- Using work prepared in whole or in part by someone else (e.g., commercially prepared essays) and submitting it as your own.
- Submitting false records, information or data in writing or orally.
- Copying the answers or other work of another person.
- Sharing information or answers when doing take-home assignments, tests or examinations except where the instructor has authorized collaborative work.
- Having any materials or equipment in an exam or test other than those authorized by the examiners.
- Accessing unauthorized information when doing take-home assignments, tests or examinations.
- Impersonating a student on an exam or test, or being assigned the results of such an impersonation.
- Accessing or attempting to access examinations or tests before it is permitted to do so.
- Helping or attempting to help others to engage in any of the conduct described above.

## Plagiarism Policy

Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without acknowledgement.

Students are required to turn in original work only. Plagiarism also includes being seen as involved directly or indirectly in plagiarism. Students found to be in violation of the College's Cheating & Plagiarism Policy will receive a zero grade for the assessment and/or will receive a zero grade for the course, at the discretion of the Instructor. Additionally, depending on the severity of the infraction and on the discretion of the Campus Director, the student may be dismissed from the program.

## Dealing with an Allegation of Violating the Academic Integrity Policy

You have a right to be heard and the right to a fair process. The college takes allegations of violations of academic integrity seriously. If an instructor is concerned that you have violated the policy, they will inform the director and student services.

If you are alleged to have violated the policy, the academic department must notify you in writing. If you refuse to participate in the process, administration may proceed to make a determination on whether a violation occurred.

## Consequences



If you are found guilty of violating the academic integrity policy, the penalties may be:

- a grade of zero for the assignment
- a failing grade for the whole course
- a notation on your transcript
- disciplinary probation
- suspension
- rejection of parts or all your work
- dismissal

The penalty assigned varies by circumstance but is particularly serious when a student has already committed one violation. Along with these penalties, you will also receive a letter of reprimand. This letter will stay on your file.

If you are found guilty of a second attempt of violating the academic integrity policy, it could lead to dismissal.

## Student Statements of Rights

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

Before you enrol 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 must 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>.

## Student Dispute Resolution Policy

**RESPONSIBILITY:** Campus Director, Senior Educational Administrator, Onsite Administrator

**RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator**

**CEO:** Jag Basran, jbasran@careercitycollege.ca Ph: 604-757-2691

**CAMPUS DIRECTOR:** Gaurav Sharma, gaurav@careercitycollege.ca Ph: 604-670-5577

**SENIOR EDUCATIONAL ADMINISTRATOR:** Jenny Koropatnicki, jenny@careercitycollege.ca or Ph: 604-670-7905

**ONSITE ADMINISTRATOR CONTACT:** Mayu Tanaka, studentservices@careercitycollege.ca or 250-410-4393

This policy governs complaints from students respecting Career City College and any aspect of its operations.

1. A student who makes or is otherwise involved in a complaint will not be subject to any form of retaliation by the institution at any time.
2. The process by which the student complaint will be handled is as follows:

Student complaints must be made in writing.

The student must provide the written complaint to the onsite administrator who is responsible for making an initial determination in respect to the complaint. If the onsite administrator is absent or is named in a complaint, the student must provide the complaint to the Senior Education Administrator.

The Senior Education Administrator will review any complaints and consult with the Campus Director if deemed necessary.

The process by which the student complaint will be handled is as follows:

- a. Within 5 college days of receiving the complaint, the Onsite Administrator or Senior Educational Administrator will arrange to meet with the student to discuss the concern(s).
- b. Following the meeting with the student, the Onsite Administrator or Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns can be substantiated.

- c. Any necessary inquiries or investigations shall be completed within 10 college days of the initial meeting with the student. This timeline can be extended with approval of the Campus Director if the complaint is deemed complicated and requires additional time.
  - d. The Onsite Administrator or Senior Educational Administrator will meet with the student and other persons and do one of the following:
    - I. Determine that the concern(s) were not substantiated; or
    - II. Determine that the concern(s) were substantiated, in whole or in part.
  - e. The Senior Educational Administrator will prepare a written summary of the determination and a report of what action (s) may be taken. This summary and report will be reviewed and approved by the Campus 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. Written reasons for the determination will be provided to the student within 30 days after the date on which the complaint was made.
3. The written reasons will advise a student, that if the student is dissatisfied with the determination, and has 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](http://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.]
4. The student making the complaint may be represented by an agent or a lawyer. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the College regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch (<https://www.privatetraininginstitutions.gov.bc.ca/>).

Note: This is only applicable for programs requiring PTIB approval

## Respect & Fair Treatment Policy

Career City College's mission Statement is "To champion career success through up-to-date and accessible skills development" Our mission is to prepare you for the workplace.

In the workplace professional conduct and communication is important. We also would like to see that professional conduct and communication within the college as well to other fellow students and staff.

Career City College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students and staff.

While on **campus at Career City College** or during activities or events online, by email or by telephone hosted by **Career City College** the following activities are prohibited:

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

- CCC does not tolerate discrimination, harassment or bullying of any kind by students or staff. CCC does not discriminate in admissions, advisement, training, placement, employment, or in any activity based on sex, age, race, national origin, creed, religion, or disability.
- CCC does not tolerate abusiveness of any kind. Please treat staff and fellow students with respect, it is expected to use a professional and friendly tone with staff and fellow students. Condescending, disrespectful, and rude behavior will not be tolerated and could lead to dismissal from the program.
- CCC will not, under any circumstances, condone or tolerate conduct, which may constitute sexual harassment on the part of its staff, students, or college affiliates. It is our policy that all employees, and students have the right to work and learn in an environment free from any type of harassment, including sexual harassment, discrimination, or bullying. Any student found to have engaged in such conduct would be subject to immediate discipline up to and including dismissal from the college.

Harassment and disrespectful behavior include many forms of offenses including but not limited to:

- a. Verbal actions, including calling employees by terms of endearment; making jokes; using vulgar or demeaning language.
- b. Creating an intimidating, hostile or offensive environment or atmosphere
- c. Visual conduct, including making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- d. Making submission to unwelcome sexual advances or requests for sexual favours as a term for special treatment.
- e. Basing any decision on sexual advances, requests for sexual favours or verbal or physical contact of a sexual nature

e. Physical conduct, such as assault, touching, impeding or blocking movements.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

- If the student has proven to violate this policy online against staff or students then the behavior will be flagged and further consultation will take place to lead to a resolution, correction of behavior or possible dismissal.
- If you are a victim of any of the behaviors in this policy, please report it to your instructor and/ or senior team members at Career City College to discuss the matter of events that unfolded.

RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator

CEO: Jag Basran, [jbasran@careercitycollege.ca](mailto:jbasran@careercitycollege.ca) Ph: 604-757-2691

DIRECTOR: Gaurav Sharma, [gaurav@careercitycollege.ca](mailto:gaurav@careercitycollege.ca) Ph: 604-670-5577

SENIOR EDUCATIONAL ADMINISTRATOR: Jenny Koropatnicki, [jenny@careercitycollege.ca](mailto:jenny@careercitycollege.ca) or Ph: 604- 670-7905

ONSITE ADMINISTRATOR CONTACT: Mayu Tanaka, [studentservices@careercitycollege.ca](mailto:studentservices@careercitycollege.ca) or 250-410-4393

This policy governs complaints from students respecting Career City College and any aspect of its operations.

- Career City College will document any prohibited activity and address the situation accordingly, the goal is to prevent this behavior from happening again and to ensure the safety of our students
- If the complaint is sexual misconduct, Career City College will take further action under our Sexual Misconduct Policy
- If deemed necessary, all parties involved in the complaint will be notified in writing. If appropriate, the Campus Director may attempt to facilitate a mutually agreed-to resolution between the Complainant and Respondent.
- The Campus Director will consult with college staff to determine if Disciplinary action is required. Disciplinary actions may include but are not limited to:
  - Warning or reprimand
  - Referral to community services (psychologists, police, etc.)
  - Restricted access to campus or online group settings
  - Suspension, expulsion from a specific class or program.
- Career City College may contact authorities they deem the behavior to be further threatening to one's safety or illegal.

Career City College wants to create a safe environment for everyone! Please communicate to us if you have any concerns.

## **Sexual Misconduct Policy**

1. Career City 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:
3.
  - 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.
4. A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct. A Complaint is when the victim/survivor discloses or chooses to tell someone at the institution of an incident of sexual misconduct in order to seek support, but may not want to make a formal report to police or the institution. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action. A Report does not have to be made by the victim/survivor.
  5. 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**.
  6. The process for making a **Complaint** about sexual misconduct involving a student is as follows:

Complaints must be submitted to the Campus Director for review:

A complaint must include date of incident, person involved and any witness if applicable. If there is more than one incident, then each incident should be documented.

The Complaint can be submitted informally either verbally, written, or via email

If the Complaint is against the Campus Director, the Complaint must be submitted to the Senior Educational Administrator.

Please contact:

**RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator**

**CEO:** Jag Basran, jbasran@careercitycollege.ca Ph: 604-757-2691

**CAMPUS DIRECTOR:** Gaurav Sharma, gaurav@careercitycollege.ca Ph: 604-670-5577

**SENIOR EDUCATIONAL ADMINISTRATOR:** Jenny Koropatnicki, jenny@careercitycollege.ca or Ph: 604-670-7905

**ONSITE ADMINISTRATOR CONTACT:** Mayu Tanaka, studentservices@careercitycollege.ca or 250-410-4393

This policy governs complaints from students respecting Career City College and any aspect of its operations.

7. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:

Initially, the Campus Director will engage with the Complainant to discuss the matter along with the Sexual Misconduct policy to help provide guidance regarding the issue. (If the complaint is lodged against the Campus director, The Senior Education Administrator will engage the complainant)

If deemed necessary, all parties involved in the complaint will be notified in writing. If appropriate, the Campus Director may attempt to facilitate a mutually agreed-to resolution between the Complainant and Respondent.

The Campus Director will consult with college staff to determine if Disciplinary action is required. Disciplinary actions may include but are not limited to:

- Warning or reprimand
- Referral to community services (psychologists, police, etc.)
- Restricted access to campus or online group settings
- Suspension, expulsion from a specific class or program.

When the complaint is issued, Career City College will take action immediately upon receiving the complaint, and the institution will acknowledge the receipt of the complaint within two business days

8. The process for making a **Report** of sexual misconduct involving a student is as follows:

A Report is a formal notification and request for action.

A Report must be submitted to the Campus Director in writing with the incident details, the date of the incident, the people involved, and if applicable, witness contact information. This must be signed by the Complainant.

If the Report is against the Campus Director, the report must be submitted to the Senior Educational Administrator

Please contact:

**RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator**

**CEO:** Jag Basran, jbasran@careercitycollege.ca Ph: 604-757-2691

**CAMPUS DIRECTOR:** Gaurav Sharma, gaurav@careercitycollege.ca Ph: 604-670-5577

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604- 670-7905

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This policy governs complaints from students respecting Career City College and any aspect of its operations.

9. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
  - Any formal Report received will be acknowledged within 5 business days.
  - Both the Complainant and the Respondent will be notified of a Formal Investigation
  - The Campus Director will appoint an Investigator which may be him/herself, a 3rd party investigator, or appropriate Career City College staff.
  - The Complainant, Respondent, witnesses, and Staff may be interviewed during the investigation. Alternatively, the Investigator may request written documentation and/or evidence pertaining to the incident.
  - The Investigator will provide a written report of their findings within 10 working days of the conclusion of the investigation. This will be provided to the Complainant and Respondent.
  - If deemed necessary, the Respondent may incur Disciplinary Action and may be reported to local policing authorities.
  - If deemed necessary, Career City College will work with the Complainant to determine if any further supports are required
  
10. In all instances the institution will:
  - Ensure the safety of the victim/survivor.
  - As appropriate, provide emergency numbers for on and off campus security (if applicable), law enforcement, medical assistance, mental health services, and other services.
  - Respect the right of the individual to choose the services they consider most appropriate.
11. 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.
12. 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.
13. 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.

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](http://www.privatetraininginstitutions.gov.bc.ca).

## Finding Employment

The law prohibits us from guaranteeing jobs after graduation. However, as we measure our success by your success, we will assist you in your job search and are at your service until you are gainfully employed!

To increase the likelihood of your employment, the college engages in the following items:

- Liaise with local business to raise awareness of the school and its graduates
- Attend community groups and associations to promote our graduates to the community
- Allow graduates to have lifetime refresher training, as detailed in this handbook
- Keep in touch with graduates well past graduation to ensure employment is found

## Privacy Policy

The Personal Information Protection Act (the “Act”) governs the way private sector organizations in British Columbia collect, use, disclose and secure personal information. CCC is committed to respecting your right to privacy and will ensure the confidentiality and security of your personal information in our custody and control. We conduct our business in compliance with the terms of the Act. We limit the collection of personal information to that which is necessary for identified purposes and as permitted by law.

We collect student/customer personal information for the following purposes:

- To provide education and training services.
- To provide career counselling and program selection services.
- To assist students in securing funding for education and training programs.
- To facilitate student employment opportunities.
- To promote, market, and advertise exclusively for CCC.
- To maintain financial and business records related to the provision of these services

We do not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required or permitted by law.

## **On Campus Facilities**

Use of the campus facilities is limited to actively enrolled students only. All others must be authorized by the campus manager before remaining on campus.

### **Safety**

It is the hope of CCC that all students and staff remain safe and healthy. To ensure that, please adhere to the following procedures:

- If you notice anything unsafe going on that could endanger someone's life or that is of a criminal nature, please contact the police immediately (911) and report it to the college.
- Do not engage in any illegal or unsafe activities that could cause bodily harm to you or anyone else.
- Do not bring on campus any illegal paraphernalia, weapons, or substances to the campus or come to the campus if you are under the influence of any such substance.

Please make yourself aware of posted fire drill procedures follow them in case of re.

### **On Campus Dress Code**

To assist students with the best chance of success after graduation, students are encouraged to treat their classes as they would employment. As such, students are expected to both dress and behave professionally. If a student's attire or behavior is noted to be less than professional, they will be addressed verbally or in writing so as to have the opportunity to improve. However, if the attire or behavior is serious enough, it may warrant immediate dismissal from the college.

### **Smoking**

Smoking is prohibited inside the campus. Smoking must be limited to the designated areas outside of the building. If engaging in smoking, please keep the smoking area clean and cigarette butt free.

### **Food and Beverage**

Please do not take food and beverages into the classrooms. Electronic equipment is extremely sensitive to moisture and are destroyed by spills.

Please use the building atrium for these purposes so we can maintain pristine educational equipment for all students.

### **Cell Phones and Other Electronic Devices**

Out of respect for other students and the instructor, cell phones are not allowed to be operated while inside the classroom. Further, to prevent distractions, cell phones should be on silent or off prior to entering the classroom and should be put out of site while in the classroom. Students who do not adhere to this policy may be asked to leave the class. This policy is strictly enforced.

## Photocopying

No printing or photocopying is required of students during the normal course of studies. However, students may photocopy documents or have documents printed for them at reception. The charge for this is 10 cents per single sided black and white page, and 25 cents per single sided color page.

## Acknowledgement of Receipt

With my signature on this document, I acknowledge that I have received a copy of, read, understood and agree to abide by the policies, procedures, and rules found in this Student Handbook, especially as well as it relates to the Tuition Refund Policy, Code of Conduct Policies, the Privacy Policy, and the Acceptable Use Policy.

I understand that any violation of these policies, procedures or rules may result in disciplinary actions up to but not limited to the termination of my

## Internet Usage Guidelines

CCC is pleased to be able to offer our students Internet access. Use of the Internet is a privilege, and we ask that you respect its use and the rights of your fellow students.

We ask that you use it responsibly and in so doing, observe the following guidelines:

- Do not download any file or install any program from the Internet. In many cases it is a direct violation of copyright laws and is a criminal offense. Violation of this rule may lead to immediate dismissal.
- Do not visit any objectionable Internet sites including, but not limited to, pornography of any form or any site that violates the rights of another human being. Violation of this rule will lead to immediate dismissal.
- CCC reserves the right to block access to certain sites which it deems inappropriate and will periodically monitor internet use.

## Acceptable Use Policy

CCC is committed to protecting its employees, students, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. CCC's Technologies include internet access, IT systems, and IT related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, internet use are the property of CCC. These systems are to be used exclusively for academic and CCC business purposes only.

1. All data created on CCC's technology remains the property of CCC.
2. All use of CCC's technology must be for CCC uses only.

3. CCC reserves the right to audit CCC technology to ensure compliance with this policy.
4. Use of any CCC Technology is restricted to employees and students working or enrolled at CCC.
5. Employees and students that bring in their own personal technological equipment must comply with acceptable use guidelines and must assume their own responsibility for either lost or stolen property.
6. Wireless network access is provided “as is” with no express warranties of service availability nor security. Employees and students assume all responsibility for the use of such service.