



WINSTON COLLEGE

School Policies

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ADMISSION POLICY & PROCEDURE

Name of Policy	Admission Policy & Procedure
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, Student Services Manager (SSM)

Winston College is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

The purpose of this policy is to set out the criteria that an applicant must satisfy in order to be considered for admission at Winston College. This policy ensures that qualified applicants have equality of access to programs or courses regardless of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age.

This admission policy is an overall criterion for admission at the Winston College. For specific program admission requirements, students are referred to relevant Program Outline.

General Admission Requirements

- All applicants must be high school graduates or 19 years or older at the start of the applicant’s program or course.
- Canadian citizens and permanent residents (landed immigrants) with valid documentation are eligible for admission as domestic students.
- International students must meet the requirements for international students studying in Canada as laid down by *Citizenship and Immigration Canada*. It may be noted that different fees apply for International Students.
- All applicants must demonstrate an acceptable level of English language skills. Domestic students must show proof of High School Graduation. International students will need to show proof of minimum score of an overall 5.0 band in the International English Language Testing System (IELTS) or

- If a student does not have proof of minimum 5.0 score in IELTS, upon arrival in Canada, the international student must complete a Winston College English Placement Test with at least 60 percent marks. If the student's score is below the required level, then the student may be required to enroll in either English as a Second Language (ESL) prior to be accepted into the program of the student's choice.

Additional Admission Requirements

Certain programs or courses may have additional entrance requirements which are necessary to ensure the best opportunity for success in the applicant's chosen area of study or are requirements of a licensing or certification body/association. These may include academic and/or non-academic criteria, therefore, for program specific admission requirements, students are referred to relevant Program Outline.

Procedure:

1. Winston College's receptionist refers all inquiries to the Student Services Manager (SSM).
2. The SSM meets with the prospective student to discuss the program of interest. If the student is undecided about a program of study, the SSM gives the prospective student information about a number of programs so that the student can make a decision.
3. Once the student has decided on a program of study, the Student Services Manager reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.
4. The Student Services Manager obtains evidence (e.g. transcript, proof of age, etc.) from the student that he/she meets all of the program's admission criteria and places the evidence in the student file. Either the school or the applicant cannot waive the admission criteria.
5. After receiving evidence that the prospective student meets all of the admission criteria, Student Services Manager prepares a Student Enrolment Contract and meets with the prospective student to review the policies that will affect the student during his/her completion of the program of study and to review the contract. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the Student Services Manager arranges next step for the prospective student to sign enrollment contract.
6. The Student Services Manager meets with the prospective student to discuss his/her

educational goals and commitment to completing the program of study. Financial arrangements for payment of tuition and other fees are also discussed.

7. If the Student Services Manager and the prospective student agree on a financial arrangement, they sign the contract and the school administration provide a copy of the signed contract, along with a copy of all student policies to the student.

Attendance Policy

Name of Policy	Attendance Policy
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, Instructors

The Policy

The following attendance policy will apply to all the students of the Winston College. This policy outlines to encourage students' attendance at the Winston College that is aimed at improving their success rates. This policy applies to full time and part time students enrolled in any program offered at the Winston College.

General Philosophy

- Relevant instructor will record, monitor and report on the attendance of all students in his/her class for all of their courses.
- Any absences without a valid reason will be considered to be unauthorized.
- Winston College will not automatically accept sickness as a valid reason for unauthorized absence. Instructors may request a doctor's note from the relevant student if he/she feels a need of it.
- Students are required to have a minimum attendance rate of **75%** in each course.
- If the absences were not authorized, the student will receive an incomplete grade.
- The instructor has the discretion to ask the student to make up any missed exams or assignments by the last Friday of the course. A student who makes up exams/ projects/ assignments will not receive a grade higher than 61% (minimum graduation marks).

Absences Authorized in Advance

- Absences should only be authorized in advance when there is a valid reason, such as the following:
 - A medical appointment with doctor, lab, dentist etc. which cannot be arranged outside class hours
 - A religious holiday
 - Graduation days

- A visit to a university either to attend an open day or for an interview
 - A career related research, interview, if applicable
 - A work experience placement (Co-op) which is an integral part of the course
 - Attendance at a funeral
 - Severe disruption to a student's mode of transport whereby there is no practical way of getting to Winston College
 - An exceptional case such as an emergency situation involving oneself or a close family member.
- Absences that could not be foreseen in advance will normally be treated as unauthorized absences if that student has not informed the College by maximum one hour after the start of class on the day in question.

Unacceptable Reasons for Absence

The following reasons for absence are examples that would not generally be acceptable:

- Personal vacations
- Part-time employment
- Leisure activities
- Birthdays

Calculation of Attendance

- i) Each class day of absence will be considered as one day of absence out of the duration of each course.
- ii) Regular Statutory holidays do not count as class days.
- iii) If a student is more than 30 minutes late for class, he or she will be marked as late. Each late equals to a half day absent for that day.
- iv) All these half-days of absence will count as part of the attendance rate.
- v) Instructors in all classes will record the attendance of all students for all of their classes.
- vi) Student can contact instructor or office to get update on his/her attendance for improvement if needed during the course.

General instructions

Students are expected to:

- a. Report any absence due to illness or other valid reason to the College reception desk maximum by one hour after the start of class on the first and all subsequent days of absence either by phone or e-mail.
- b. Leave a voice-mail message to the reception desk in the event that there is no reply to telephone calls.
- c. Provide medical evidence to support absences of more than 3 consecutive days. This medical evidence can either be faxed to Winston College or presented to the instructor upon returning to class.
- d. Give prior notification to the Instructor in the event of any foreseen authorized absences.
- e. Catch up on any work missed due to absences.
- f. Failure of rectification of poor class attendance without a legitimate reason will eventually result in dismissal from the program as per following guidelines;
 - 1st occurrence of 3 consecutive absent days = 1st academic warning
 - 2nd occurrence of 3 consecutive absent days = 2nd academic warning
 - 3rd occurrence of 3 consecutive absent days = Dismissal

Participation

Attendance and class participation will be considered as 10% of the total evaluation mark, however, if a student is absent from the class for more than 3 consecutive days without informing the College with a legitimate reason or a valid doctor's note, the student will received an "Incomplete" for the module.

Refund Policy

Name of Policy	Refund Policy
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, SSM

The Winston College Refund Policy conforms to the Policy Guidelines stipulated by the Private Career Training Institutions Agency (PCTIA). This Policy, described below, is applicable in regards to a student's application for a refund of tuition paid to Winston College.

Policy

1. Written Notice

A written notice of withdrawal by student or dismissal by the College must be provided;

- i. By a student to Winston College that he/she is withdrawing from the program, or
- ii. By the Winston College to the relevant student that he/she has been dismissed from the program.

2. Refund Entitlement

The refund entitlement calculated on the total tuition fees due under the contract. If total tuition fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and a relevant student may be required to make up for monies due under the contract.

3. Refund policy for students:

3.1. Refunds before the program of study begins:

3.1.1. If a written notice of withdrawal from student is received by the College within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the College will retain 5% of the total tuition and fees due under the contract to a maximum of \$250.

3.1.2. If written notice of withdrawal from student is received by the College 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the College will retain 10% of total tuition only due under the contract to a maximum of \$1000.

3.1.3. Subject to Section 3.1.1 of this policy, if written notice of withdrawal from student is received by the College less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the College will retain 20% of the total tuition only, due under the contract to a maximum of \$1300.

3.2. Refunds after the program of study starts:

3.2.1. If written notice of withdrawal from the student is received by the College or a student is dismissed by the college, up to and including 10% of the period of instruction specified in the contract has elapsed, the College will retain 30% of the tuition due under the contract.

3.2.2. If written notice of withdrawal from the student is received by the College, or a student is dismissed by the College where more than 10% and up to and including 30% of the period of instruction specified in the contract has elapsed, the College will retain 50% of the tuition due under the contract.

3.2.3. If a student withdraws or is dismissed by the College where more than 30% of the period of instruction specified in the contract has elapsed, no refund is provided.

3.3. Where a student did not meet the College's and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the College will refund all tuition and fees paid by the student under the contract, less the applicable non-refundable registration fee.

3.4. Where a student withdraws or is dismissed by the College from the program, he/she is entitled to 100% refund of any as-yet to be received consumables that have been pre-paid, if applicable.

3.5. Where a student withdraws or is dismissed by the College from the program after receiving technical equipment from the College free of charge:

3.5.1. The student must return the equipment unopened or as issued within 14 calendar days; and

3.5.2. If the student fails to return the equipment as set out above, the College will deduct the reasonable cost of the equipment from any amount to be refunded to the student.

3.6. Refunds owed to students will be paid within 30 days of the College receiving written notification of withdrawal and all required supporting documentation, or within 30 days of the College's written notice of dismissal.

4. International Students

4.1. If an international student's Study Permit application has not been completed by the start date identified in the College's Letter of Acceptance and the student so notifies the College, at the request of the student the college may issue a second Letter of Acceptance for a later start date.

4.2. In such circumstance, the College will charge a maximum of \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. In case of student's failure to so advise the College, the College's refund policy for students will apply.

4.3. Winston College requires that the following documents be returned to the office:

1. The original Letter of Acceptance.
2. The original Receipt.
3. The original Letter of Refusal from Canada Immigration.
4. A written Request for the Refund.

4.4. Refunds will only be processed once all documents have been received. Process will be completed within 30 days of receipt of complete documents.

4.5. The College will retain the lesser of 10% of the total fees due under the contract or \$ 400 for international students who are denied Study Permit authorization from Citizenship and Immigration Canada. Students denied a Study Permit must provide the institution with a copy of the denial letter prior to the program start date as set out in the College's most recently issued Letter of Acceptance. Should a student fail to advise the College, or choose to withdraw for other reasons, the refund policy set out in Section 3 will apply. Refunds owed to students will be paid within 30 days of the College receiving a copy of the Study Permit denial letter.

Dispute Resolution/Grades Appeal Policy & Procedure

Name of Policy	Dispute Resolution/Grades Appeal Policy & Procedure
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, On-Site Administrator, Instructors

Policy:

Winston College provides an opportunity for students to resolve disputes of a serious nature and grades appeals in a fair and equitable manner. The policy applies to all Winston College students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the Academic Director.

Procedure for Student Disputes:

1. When a concern arises, the student should address the concern with the individual most directly involved e.g. instructor. If the student is not satisfied with the outcome at this level, the student should put his/her concern in writing and deliver it to the Academic Director.
2. The Academic Director will arrange to meet with the student to the On-Site Administrator to discuss the concern and to find out possible resolution as soon as possible but within five school days of receiving the student's written concern.
3. Following the meeting with the student, the On-Site Administrator will conduct necessary enquiries and/or investigations appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) among concerned parties either individually or jointly.
4. The necessary enquiries and / or investigations will be completed by the On-Site Administrator and a response will be provided in writing to all parties involved as soon as possible but no later than ten school days following the receipt of the student's written concerns. One of the following may happen:
 - a. If it is determined that the student's concerns are not substantiated the College will provide a written explanation of the decision and deny the complaint; or
 - b. If it is determined that the student's concerns are substantiated in whole or in part, the College will propose a resolution.

- c. A copy of the decision and all supporting materials will be given to the student, a copy will be placed in the college's Dispute Resolution File, and the original will be placed in the student file.
5. If the student is not satisfied with the determination of the On-Site Administrator, the student must advise the Academic Director within five school days of being informed of the determination.
6. The Academic Director of the College will review the matter and may meet with the student as soon as possible but within five school days of receipt of the student's appeal.
7. The original decision will either be confirmed or varied by the Academic Director in writing within 5 school days after meeting the student. At this point the College's Dispute Resolution Process will be considered exhausted.

Procedure for Grade Appeal:

1. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted he/she should discuss with his/her instructor. The instructor may reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Academic Director.
3. The Academic Director will obtain a copy of the assignment/test (all evaluation methods) in question from the instructor and will have another instructor conduct a review.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. Once the re-assessment is complete, the Academic Director will review the process and, once his/her review is complete, the grade will be considered final and cannot be appealed.
6. The decisions on the grade appeal will be provided to students within 30 school days of Winston College's receipt of the written complaint.
7. Grade appeal process is exhausted.

Work Experience (Co-Op Student) Policies

Name of Policy	Work Experience Policy
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, Instructors, SSM

Under work experience policy, students agree to release transcripts to potential co-op employers.

If student is an international student a valid work permit is required for Coop.

Policy:

1. Winston College provides work experience placements for students. The College ensures that work experience placements provide an opportunity for its students to enhance the skills learned throughout completion of a program of study.
2. Winston College seeks work experience placements for its students with employers who are committed to introducing students to work in the field of study.
3. Winston College works with work experience placement hosts to evaluate the student's performance during a work experience placement in accordance with study/training plan.

Procedure:

1. Work experience placements are sought through third party/networking and direct contact by the College staff and/or student.
2. When a possible work experience training site is identified, the Academic Director contacts the proposed site to assess the commitment of the training place host to enhancing student learning. The Academic Director explains the Winston College's expectations with respect to joint evaluation of student performance.
3. If the training place host is approved to accept work experience students, the host's name and contact information are entered on the school's roster of work experience placement sites.
4. When a student has completed the required on-site components of the program and is ready for a work experience placement, the Academic Director contacts the training place host to discuss a possible placement and training plan, and arranges an interview for the student.
5. If the student is successful at the interview, the Academic Director prepares the Host Agreement and Training Plan and meets with the student to sign these documents. Copies of

the documents are placed in the student's file and the student is given the original documents to deliver to the training place host. The Academic Director advises the student's instructor of the placement dates.

6. The Instructor notes the placement dates and plans a contact schedule that is not less than bi-weekly phone calls to the training place host and at least two site visits within the period of the placement.
7. At the end of the work experience placement, the Instructor meets with the training place host and the student to conduct an assessment of the student's performance throughout the work experience placement.
8. The assessment is designed to include the student's performance at the work site of the skills learned during completion of the program of study.
9. The completed assessment is signed by the instructor, the training place host and the student.
10. A copy of the assessment is given to the training place host and the student.
11. The original assessment is placed in the student's file.

Other items

Release of personal information

1. The personal information consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students, if applicable.
2. Uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other requirements.
4. In accordance with Part 4(10)(1)(a) of the Personal Information Protection Act, Winston College hereby notifies to the student that his/her name and personal identification information, the name of his/her program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act.
5. Winston College advises to students that completion of their program of study or other termination from the program, their academic record consisting of copies of transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an

academic record archive on an electronic system as per the requirements of the PCTIA Bylaws.

Grading & Graduation Policy

Name of Policy	Graduation Policy
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, Instructors, SSM

Grading

Policy

All subjects offered by the Winston College are graded or designated as follows except for AHLA courses which are evaluated and graded in accordance with AHLA guidelines:

Final Grades

A+ = 96% to 100% (4.33)

A = 91% to 95% (4.00)

A - = 86% to 90% (3.67)

B+ = 81% to 85% (3.33)

B = 76% to 80% (3.00)

B - = 71% to 75% (2.67)

C+ = 66% to 70% (2.33)

C = 61% to 65% (2.00)

C - = 56% to 60% (1.67)

D- = 50% to 55% (1.33)

F = 0% to 49% (Fail)

Prg = In progress

W = Withdrawal

P = Pass/Complete

Inc = Incomplete

TRF = Transferred

Aggregate Standing

If the student does not officially withdraw, but could not write the examination or complete a portion of the term work due to illness or any other equally compelling reason, he/she may be

accorded Aggregate Standing (AEG). Where AEG is awarded, it represents the minimum pass for graduation purposes. A student who has been awarded Aggregate Standing may request permission to write a deferred examination. If such a student achieves a grade higher than the minimum, this will be the grade credited for the subject.

Deferred Examinations

A deferred examination may be granted for extraordinary circumstances arising on compassionate grounds; e.g., death in a family, illness, or other circumstances beyond the student's control. Documentation of the extraordinary circumstances must be provided by the student. The Academic Director and SEA of the College has authority to grant approval for deferred examination. The student's grade will be determined in the same manner as if the student had written the final examination.

Incomplete Grade

With the approval of the Academic Director and Senior Educational Administration of the College a student may be given the grade "INC" (Incomplete). The student will receive a letter indicating work yet to be completed and the date by which that work must be submitted to satisfy the subject requirements. The notation "INC" will be changed to "F" if the assigned work is not completed by the designated date.

Maximum "C- and D" Grades

A student will not be eligible for graduation and Winston College will not award a credential (Diploma/Certificate etc) if a student has "C- or D" grade in more than 30% of the courses required for graduation.

Exam Rewrite

Student can rewrite the exam/test in accordance with "Credit Transfer, Course and Exam Retake Policy & Procedures".

Graduation;

1. A student must complete evaluation methods mentioned in the course outline including exams, projects and assignments with an overall average of at least 61% in order to graduate and receive a credential (diploma/certificate etc.). A student may achieve a grade of less than 61% conditioned qualify under section "Maximum C- or D Grade" of this policy.

2. The American Hotel and Lodging Association (AHLA) Program requires a minimum level of 70% in each of its components.
3. Student must have met all financial obligations of their enrolment contract and have returned in good order all equipment and material belonging to the College.
4. A student may be allowed to retake a module once free of charge in which the mark received was below 61%, or the required level as in Hospitality Management by AHLA, or to raise the overall average to 61% in order to qualify for Diploma/Certificate. However, it is the responsibility of the student to make arrangements time with the instructor without incurring extra costs to the College and the instructor. The student is responsible to cover the costs of any further module retakes.

Credit Transfer, Course and Exam Retake Policy & Procedures

Name of Policy	Credit Transfer, Course and Exam Retake Policy & Procedure
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, Instructors, SSM

Student who wishes to retake a course or an exam must choose one of the following options:

A. Course Retake

Student choosing this option can retake the entire course. However, student will need to wait until the module is offered again. Student is required to pay for the course retake according to course/program fee structure.

B. Course Retake with special arrangement

To avoid any delays for student's study plan, student can make special arrangement with the instructor and the College to retake a course. Student can take a self-study & exam preparation program, which student is expected to complete all given assignments and study on his/her own. Student is required to pay half of the fee payable under A.

C. Exam/Test Write or Rewrite

If a student misses regular scheduled exam or want to retake exam/test, he/she may write or rewrite with following arrangement;

If a student misses exam due to reasons mentioned in Attendance Policy as genuine reason accepted by college, student can make an arrangement with instructor to write exam/test. If student misses exam/test due to reason unacceptable by college, student should talk to Academic Director or Student Service Manager to arrange write/rewrite of exam/test. Student will be charged \$20.0 per hour depending upon duration of exam/test prescribed by instructor.

D. Credit Transfer Policy

1. Students are required to submit an official transcript for all work passed or failed at any other college or university, prior to or after enrolling at Winston College. The student who

applies for admission to Winston College is responsible for having each institution send an official transcript directly to the Admission Office of Winston College.

2. After receipt of transcripts, credit will be granted only once for equivalent courses wherever applicable. The office in consultation with Senior Educational Administrator (SEA) and Academic Director determines which transfer credit will count toward requirements. The SEA and Academic Director will evaluate credit that may apply toward the program offered by the Winston College.
3. All college level course work completed with a passing grade or better at an accredited institution of higher education will be accepted for credit at Winston College. However, not all courses transferred will fulfill specific requirements for a particular program. Courses accepted will be included in the cumulative hours earned but neither grades nor grade points earned at other institutions will be used in the computation of the Winston College grade point average.
4. A maximized total of 50 percent of program credit hours will be transferred to become the basis for completing a diploma at Winston College.
5. Credit earned at institutions that have non-regional accreditation will be considered for transfer, but only on a course-by-course basis, as approved by SEA or Academic Director. Transfer credit counts toward graduation and is incorporated into the academic record.
6. Credit from a foreign institution of higher education will be evaluated on a case by case basis. It may be in the best interest of the student to have the transcript evaluated by an agency that specializes in foreign academic credentials.

Withdrawal Policy

Name of Policy	Withdrawal Policy
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, SSM

Policy;

Students can withdraw from courses or program before completion of 30% of the course(s) or program except in cases of hardship as determined by the Academic Director or Student Services Manager on case by case basis. Students will not be able to withdraw if she/he owes any dues related to course/program unless these are settled with College. Refund Policy of Winston College will apply in case of withdrawal from course/program.

If the student withdraws before the course/program deadline, the student will not receive any grade for that course/program. An instructor may withdraw a student from a course due to excessive absences and grant no grade. If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), Academic Director or Student Services Manager can approve a hardship withdrawal from course(s) for which a student is currently enrolled. In the case of an approved hardship withdrawal from course(s), no grade will be assigned for those classes. A hardship withdrawal cannot ordinarily be used to withdraw selectively from some course(s) while remaining enrolled in other course(s).

Procedure;

A student can withdraw from the program or course(s) through a prescribed procedure. Steps and requirements for the purpose have been described in the following lines.

- A registered student may officially withdraw from full program or course(s) on completion of the following the procedure.
- Get a copy of “Withdrawal Form” available at the Front Desk of the College.
- Submit the dully filled Withdrawal Form to the Office of the College
- Withdrawal Form may be;
 - Mailed on the College address printed on the Form

- Faxed at # 604-357-8023
- Emailed at info@winstoncollege.com or
- Dropped at the Front Desk of the College
- After receiving the Withdrawal Form, Student Services Manager of the College will review the case and within one week of receipt of Form will determine refund of fee (if applicable) in accordance with the Refund Policy of the College provided to student in Policy Handbook at the time of admission.
- Registration Fee is non-refundable as mentioned in the Admission Form of the College.
- The student must return - damage free - books, equipment, electronic devices, or any other material provided by the College with the Withdrawal Form.
- Failure to return any of these items will result into deduction of cost from eligible refund or be a claim on student in case sufficient refund is not available.
- If student wants to come back after 6 months of withdrawal, he/she has to go through whole admission process just like any new student seeking admission in the program.
- The College will not issue any credential if required courses are not completed course(s) at the College.
- College will issue Letter of Withdrawal within five business days while cheque of refund or invoice, as applicable/eligible within 30 days.

Access to Information & Credentials Policy

Name of Policy	Access to Information 7 Credentials Policy
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, SSM

Policy

For first time student transcript and diploma applicants, Winston College offer services free of charge.

Request for additional transcript, diploma and school letter

There will be a \$20.00 charge for additional transcript, a \$35.00 charge for additional diploma and \$10 for school letter.

Procedure for student access to the information on file:

1. Students wishing to access the information in the student file must make the request in writing giving at least three business days in advance.
2. The Academic Director/Senior Educational Administrator will meet with the student to review the file and will provide copies of any document the student requests.
3. The student will pay \$0.25 per page for the documents copied for him/her, if applicable.
4. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing.
5. The school will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

Dismissal & Code of Conduct Policy

Name of Policy	Dismissal & Code of Conduct Policy
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, Instructors, SSM

Policy:

Winston College expects students to meet and adhere to rules and regulations set by the college and code of conduct while completing a program of study. The list below outlines situations when an action can be initiated under this policy. This list is not exhaustive and students should request clarification from the Academic Director if they have any questions.

Dismissal process can be initiated in following situations;

1. Absenteeism without informing the school and provision of a Doctor's Note
2. Failure of rectification of poor class attendance without a legitimate reason
3. Cheating or plagiarism in connection with academic program
4. Forgery, alteration or misuse of College's documents, records or identification, or knowingly furnishing false information to the College
5. Misrepresentation of oneself or of an organization to be an agent of the College
6. Obstruction or disruption of, on or off-campus, property
7. Physical abuse of College's property
8. Theft or non-accidental damage to the College's property
9. The sale or knowing possession of dangerous drugs, restricted dangerous drugs or narcotics on Campus
10. Engaging in lewd, indecent or obscene behavior on campus
11. Abusive behavior towards a member of the College staff
12. Soliciting or assisting another to commit any act, which would subject a student to expulsion, suspension or probation pursuant to this section
13. Failure to pay the tuition fees after three (03) warnings
14. Failure to comply with the law of the land and rules and regulations of coop host partner while in attendance at field placement for co-op purposes.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the Academic Director. Concerns may be brought by staff, students, or the public.
- 2) The Academic Director will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Academic Director to meet with the student as soon as practicable.
- 3) Following the meeting with the student, the Academic Director will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Academic Director will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the student be dismissed from the College.
- 6) The Academic Director will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the college's Student Conduct File, and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the Academic Director and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
- 8) If the recommendation is to dismiss the student, the Academic Director or authorized official of the College will meet with the student to dismiss him/her from study at the college. The Academic Director or authorized official of the College will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the College.
- 9) If a refund is due to the student, the Academic Director will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
- 10) If the student owes tuition or other fees to the college, the Academic Director or authorized official of the College will undertake the collection of the amount owing.

Health & Safety Policy

Name of Policy	Health & Safety Policy
Last Revision	January 1, 2014
Implementation Date	January 1, 2014
Position(s) Responsible	Academic Director, SEA, Instructors, Employees

Winston College is committed to providing a healthy and safe working and learning environment for all employees and students. The policy applies to all Winston College employees and students.

Procedure for Fire Safety:

- ♣ The Academic Director ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected at least annually by a qualified inspector.
- ♣ Emergency exit instructions route maps is posted in each classroom at the campus with the exit from that room specifically noted in a colored highlight.
- ♣ In the event of a fire emergency, the Academic Director will dial 911 and advise the fire department of the location of the school. The Academic Director will provide details of the type of fire (if known) and the location of the fire within the campus.
- ♣ The Academic Director will advise all employees to evacuate the campus. Instructors will escort their students to the parking lot of the College ensuring that he/she takes the class list with them. At the parking lot the Instructor will check the students present against the list of students in attendance on that day and will immediately advise the Academic Director if anyone is missing.
- ♣ The Academic Director will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Academic Director will authorize school closure.
- ♣ No student or employee will re-enter the campus until fire officials have authorized re-entry.

Procedure for Earthquake Safety:

- The Academic Director ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.

- Emergency instructions and exit route maps are posted in each classroom at the campus with the exit from that room specifically noted in a colored highlight.
- In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
- When it is deemed safe to do so, the Academic Director will advise all employees to evacuate the campus.
- Instructors will escort their students to the College parking lot ensuring that he/she takes the class list with them. At parking lot, the Instructor will check the students present against the list of students in attendance on that day and will immediately advise the Academic Director if anyone is missing.
- The Academic Director will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the Academic Director will authorize school closure.
- No student or employee will re-enter the campus until rescue officials have authorized re-entry.

Language Proficiency Assessment Policy

Language Proficiency Assessment Policy

Name of Policy

May 1, 2015

Implementation Date

Academic Director, SEA, SSM

Position(s) Responsible for Administering this Policy

May 1, 2015

Date of Last Revision

Policy:

Instruction at Winston College is conducted in English only. Students whose first language is not the language of instruction are required to undergo a Language Proficiency Assessment prior to enrolment in order to ensure they have the language abilities necessary to successfully complete the program of their choice. Language proficiency requirements are admission requirements and cannot be waived by either Winston College or the student. The following are accepted:

For All Business Management Programs:

- High school diploma or equivalent, or age 19 and above;
- Minimum of 60% on Winston College English Placement Test or
- A minimum of IELTS 5.0.

For All Hospitality Management Programs:

- High school diploma or equivalent, or age 19 and above,
- minimum of 60% on Winston College English placement test or
- Winston College's ESL program as a prerequisite
- For university transfer program: high school diploma with GPA B- and
- Minimum 70% on Winston College English placement test or
- Winston College leap program as a pre-requisite.

For Sport Management

- High school diploma or equivalent, or age 19 and above;
- Minimum of 60% on the College's Placement Test or
- A minimum of IELTS 5.0.

Procedure:

Candidate student will have meeting with Student Service Manager (SSM). Based on documents provided by candidate, SSM will determine/assess whether candidates fulfills language

requirements or not.

If candidate provides sufficient documentary proof mentioned in policy, he/she will be admitted in the program of interest. If he/she did not provide documentary proof, SSM in consultation with Academic Director, will recommend to enroll in Winston College ESL program or if student wants, can enroll in language program available at any other institution. After completion of language courses to satisfactory level, he/she can be enrolled in Program of choice.