

STUDENTS STATEMENT OF RIGHTS

Name of Policy	Student Statement of Rights
Last Revision	August 31, 2021
Implementation Date	September 1, 2021
Position(s) Responsible	Campus Director, SEA, Instructors

Winston College is accredited by the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training. Winston College will ensure following statement of rights should be handed over to all students before they enroll and will be displayed at College notice board.

Before you enrol:

- 1- You should be aware of your rights and responsibilities as a student. You have the right to be treated fairly and respectfully by the Winston college.
- 2- 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
- 3- Please make sure you read the contract before signing. Winston College will provide you signed copy of the enrollment contract.
- 4- You have the right to access the Winston college dispute resolution process and to be protected against retaliation for making a complaint.
- 5- 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>