



WINSTON COLLEGE

School Policies



Last Revised: April 2022

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STUDENT 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>.

ADMISSION POLICY AND PROCEDURE

Name of Policy	Admission Policy & Procedure
Last Revision	August 1, 2021
Implementation Date	August 1, 2021
Position(s) Responsible	Campus Director, SEA, Instructors

Winston College is committed to enroll students who meet 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 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. The Admissions policy recognizes and provides an opportunity for advanced placement within a program based upon transfer credits and/or prior learning experience (PLAR) as set out in Winston PLAR statement. The Admissions policy complies with the requirements of PTIB minimum admission requirements and no waiver to such policy is allowed.

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 and 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*. Please note that fee structure for all approved programs is different for International students.
- All applicants must demonstrate an acceptable level of English language skills. Domestic students must provide proof of High School Graduation. International students must provide 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 on minimum 5.0 score in IELTS, upon arrival in Canada, the international student must Pass Winston College's English Placement Test with at least 60 percent marks or

- If the student's score is below the required level, the student may require enrolling in English as a Second language (ESL) prior to be accepted into the program of student's choice.

Additional Admission Requirements

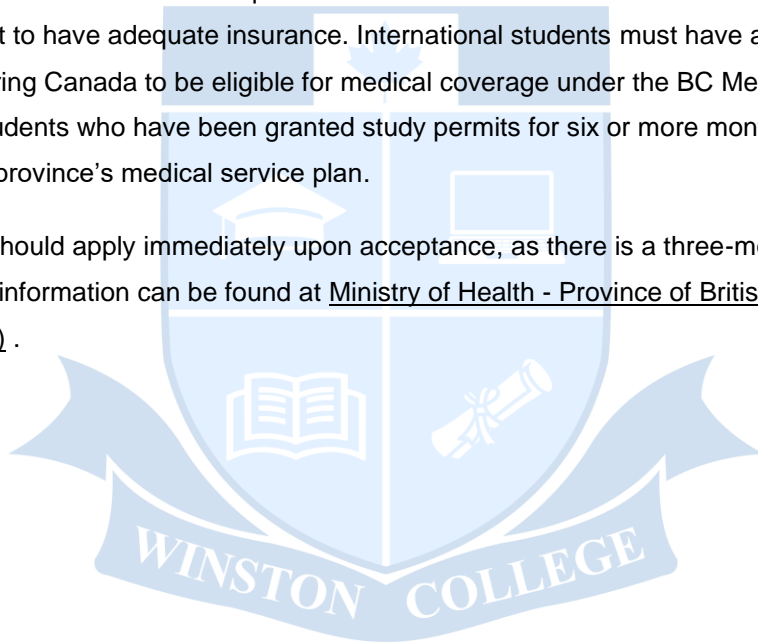
Certain programs or courses may have additional entrance requirements which are necessary to ensure the best opportunity for success in the applicant's chosen area of study or are requirements of a licensing or certification body/association. These may include academic and/or non-academic criteria, such as designated courses(s) with specific achievement levels, testing, vaccination etc.

Therefore, for program specific admission requirements, students are referred to relevant Program Outline.

Procedure:

1. Winston College's front desk refers all inquiries to the admission support Winston center.
2. The admission support center representative schedule meeting with the prospective student to discuss the program of interest. Admission representatives provide detail information's about Winston programs and facilitates student to make a decision and choose the career path.
3. Once the student has decided on a program of study, the admission representative reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.
4. The admission representative 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, admission representative 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 admission representative arranges for the prospective student to meet with the Senior Educational Administrator.
6. The Senior Educational Administrator 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 Senior Education Administrator and the prospective student agree on a financial arrangement, they sign the contract and the school owner delivers a copy of the signed contract, along with a copy of all student policies to the student.

8. To study at Winston College all international applicants must obtain a Study Permit prior to entering Canada. Obtaining a Study Permit is the applicants' responsibility. Additional information can be found at Citizenship and Immigration Canada, [Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada \(cic.gc.ca\)](#).
9. If a student needs to extend their study permit they must contact the nearest Canadian Immigration Centre 90 days before the expiry on the permit. When an international student on a study permit has been dismissed or withdraws from a program for which a study permit has been issued, the College is obliged to provide notification to Citizenship and Immigration Canada within two weeks. A copy of notification will be placed in the student's file to upload the student data on CIC DLI reporting.
10. All International students are required to have medical insurance and it is the responsibility of the student to have adequate insurance. International students must have a valid Study Permit upon entering Canada to be eligible for medical coverage under the BC Medical Services Plan (MSP). Students who have been granted study permits for six or more months must be covered under the province's medical service plan.
11. Students should apply immediately upon acceptance, as there is a three-month waiting period. Additional information can be found at [Ministry of Health - Province of British Columbia \(gov.bc.ca\)](#) .



ATTENDANCE POLICY

Name of Policy	Attendance Policy
Last Revision	March 1, 2020
Implementation Date	June 1, 2020
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 equal 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 receive an "Incomplete" for the module.



WINSTON REFUND POLICY

Name of Policy	Refund Policy
Last Revision	March 1, 2022
Implementation Date	March 1, 2022
Position(s) Responsible	Academic Director, SEA, SSM

The Policy

The Winston College refund policy conforms the policy guidelines stipulated by the Private training Institutions Branch (PTIB). This Policy described below is applicable regarding the student's application for a refund of tuition paid to Winston college by the student, or a person who paid on behalf of the student.

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, College is not responsible for refunding more than has been collected to date and a relevant student will be required to make up for monies due under the contract.

3. Refund policy: Approved Programs

Circumstances when Refund Payable	Amount of Refund
Before program start date, Winston College receives a notice of withdrawal	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. 	100% tuition and all related fees, other than application fee.
<ul style="list-style-type: none"> • At least 30 days before the later of: <ul style="list-style-type: none"> a) The program start date in the Letter of Acceptance. b) The program start date in the enrolment contract. 	Winston college will retain up to 10% of tuition, to a maximum of \$1,000.

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Circumstances when Refund Payable	Amount of Refund
<ul style="list-style-type: none"> • More than seven days after the student and Winston College signed the enrolment contract, and • Less than 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the Letter of Acceptance b) The program start date in the enrolment contract. 	Winston College will retain up to 20% of tuition, to a maximum of \$1,300.
After program start date, Winston College provides a notice of dismissal or receives a notice of withdrawal	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided. 	Winston will retain up to 30% of tuition.
<ul style="list-style-type: none"> • After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Winston College will retain up to 50% of tuition.
Student does not attend program – “no-show”	
<ul style="list-style-type: none"> • Student does not attend the first 30% of the program. 	Winston College may retain up to 50% of the tuition.
Winston College receives a refusal of study permit (applies to international students requiring a study permit)	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
After the program start date, student withdraws or is dismissed	
<ul style="list-style-type: none"> • Student completed up to 30% of the program. 	Winston may retain up to 30% of the tuition. Winston will refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Winston may retain up to 50% of the tuition. Institution will refund fees paid for course materials if not provided to the student.
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> • If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees

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Winston does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Refund Policy: Program Dose No Required Approval and was not reviewed by PTIB. (The student may not file a claim against the fund with the trustee).

Circumstances when Refund Payable	Amount of Refund
If Tuition is less than \$4,000	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% tuition and all related fees, other than application fee.
<ul style="list-style-type: none"> Seven days after student signed the enrolment contract, and After the program start date. 	No refund
If Tuition if \$4,000 or More	
<p>if both of the following apply:</p> <ul style="list-style-type: none"> The student does not attend the program, and The institution receives from the student a notice of withdrawal or a copy of refusal of a study permit no later than 30 days after the later of: <ol style="list-style-type: none"> the start date of the program in the most recent Letter of Acceptance the start date of the program in the enrolment contract. 	100% tuition and all related fees, other than application fee.

Refund Policy: Language Programs less than 6 months and tuition is less than \$4,000

Circumstances when Refund Payable	Amount of Refund
If Tuition is less than \$4,000 Programs less than 6 months	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% tuition and all related fees, other than application fee.

Circumstances when Refund Payable	Amount of Refund
<ul style="list-style-type: none"> • Seven days after student signed the enrolment contract, and • After the program start date. 	<p>No refund</p> <p>Student may not make a claim against the Student Tuition Protection Fund, which is managed by the private Training institution Branch (PTIB) of the Ministry of Advanced Education and skills Development Training.</p>

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 (LOA) and the student so notifies the Winston College, at the request of the student the Winston 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 \$250 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.

WITHDRAWAL POLICY

Name of Policy	Withdrawal Policy
Last Revision	January 1, 2020
Implementation Date	January 1, 2020
Position(s) Responsible	Academic Director, SEA, SSM

The Policy:

Students can withdraw from the course / program at any point in time by submitting Withdrawal Form to the college. Withdrawal Form is available at the Front Desk. Withdrawal letter will be issued after completion of due process but no later than 10 school days and/or subject to clearance of any dues towards the student. 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. 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) / program for which a student is currently enrolled. In the case of an approved hardship withdrawal from course(s) / program, 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 and available at the website.

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- 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.



HEALTH AND SAFETY POLICY

Name of Policy	Health & Safety Policy
Last Revision	April 1, 2020
Implementation Date	April 1, 2020
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.

Winston College Management Ltd.

Ensure adequate supply of masks and sanitizers. Assign designated screeners and provide designated screening and isolation areas and bins for appropriate disposal of mask and sanitizers. Winston will ensure controlled access to campus, restrict the flow of traffic, specific entry and exit points. Classes and student support services on campus will resume with restrictions and physical distancing requirements. Winston support services report confirmed cases of COVID-19 to the provincial authorizes. Winston will ensure all staff, faculty, students, and essential visitors follow the COVID-19 plan and guidelines

Winston Staff/Faculty

Staff will work from home/rotating shifts and on the rotation, calendar provided before visiting the campus. Staff and Faculty must wear masks in all indoor shared spaces of the campus. All faculty and staff who report positive COVID-19 test results or are self-isolating must report their status to their supervisor. All staff and faculty must comply with active health screening conducted by a designated screener at the institution before entering the campus.

Winston Students

Bring and wear appropriate Mask all the time on campus, including in hallways, elevators, stairwells, and during class. Student must observe all posted signage, use marked entrance and exit doors, and maintain social/physical distancing from their cohorts. It is strongly recommended that students do not mingle outside their specified cohorts and class groupings to limit unnecessary exposure. All students who report positive test results or self-isolating should report their status to Student Support Services (info@winstoncollege.com). All reports are kept confidential

Designated Screeners

Ensure adequate health screening has been conducted for all staff entering the campus using the questionnaire provided for each working day. Designated screeners will ensure that students, faculty, and staff maintain 2 meters physical distancing and wear appropriate mask and sanitize during the screening.

Right to refuse unsafe work

Administrative staff have the right to refuse unsafe work, according to WorkSafeBC occupational health and safety guidelines. This includes staff or faculty members who presents to be at high risk of infection or provide any other specific reasons to consider working onsite unsafe.

Procedure for Fire Safety:

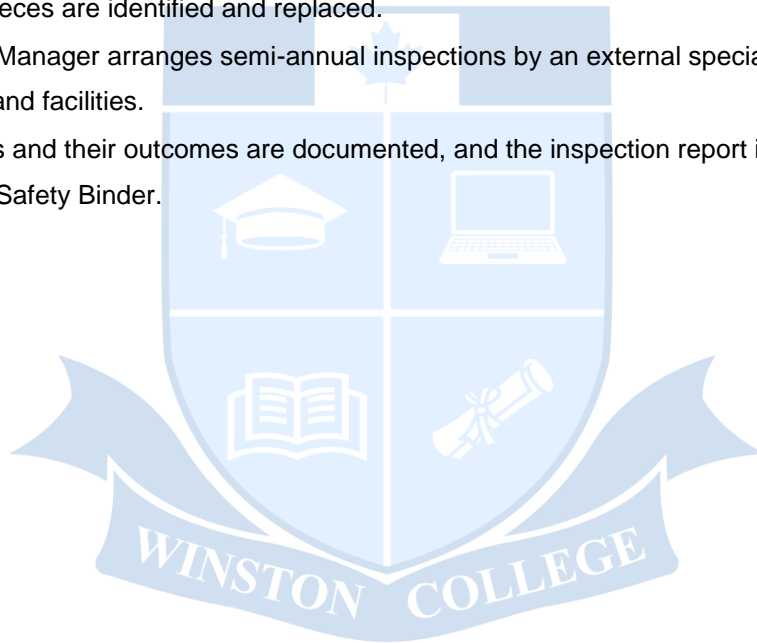
- The Academic Director ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected at least annually by a qualified inspector.
- Emergency exit instructions route maps is posted in each classroom at the campus with 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.

PROGRAM SPECIFIC HEALTH AND SAFETY PROCEDURES:

- Programs that use dangerous equipment or hazardous materials must observe health and safety precautions for the specific equipment and materials as outlined by Health Canada, WorkSafe BC or by the equipment manufacturer.
- The Campus Manager is responsible for ensuring that employees receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials.
- Instructors in these programs are responsible for ensuring that students receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials before being allowed to operate or use these items during completion of the program of study.
- Instructors in the program conduct weekly inspections of equipment to ensure that worn or damaged pieces are identified and replaced.
- The Campus Manager arranges semi-annual inspections by an external specialized inspector of all equipment and facilities.
- All inspections and their outcomes are documented, and the inspection report is retained in the Health and Safety Binder.



LANGUAGE PROFICIENCY ASSESSMENT POLICY

Name of Policy	Language Proficiency Assessment Policy
Last Revision	May 1, 2018
Implementation Date	May 1, 2018
Position(s) Responsible	Academic Director SEA Instructors, Employees

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 candidate 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 enrolling 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.

INFORMATION TECHNOLOGY POLICY

Name of policy	Information Technology Policy
Last revision	January 1, 2018
Implementation date	January 1, 2018
Position responsible	Academic Director, Student Services Manager, Instructor

Winston College always works to facilitate students in their learning process. To provide easy access to learning resources, Information Technology Policy has been designed for purpose that students could have easy and free access to online learning material and remain connected with each, instructors and college management. *Winston College maintains a computer lab equipped with MS Office and provides free access to internet, but students are encouraged to have their own laptop or tablet that they could use the same in their classrooms.*

Policy statement

Computers and other information technology resources play vital role in accomplishing the educational goals. Information technology resources are to be used and managed responsibly to ensure their integrity, confidentiality, and availability for availability of appropriate learning resources, outreach and administrative objectives of the students and management.

All users, students, instructors, managers and employees must follow College policies, federal, state and local laws in the use of IT facilities. These include but are not limited to information security, data privacy, commercial use, and those that prohibit harassment, theft, copyright and licensing infringement, and unlawful intrusion and unethical conduct. Users that grant guest access to information technology resources must make their guests aware of their acceptable use responsibilities.

Acceptable Uses

Acceptable use of information technology includes, but is not limited to;

- Respecting the rights of other users, avoiding actions that jeopardize the integrity and security of information technology resources, and complying with all pertinent licensing and legal requirements.
- Users (students, instructors, managers and employees) must comply with applicable laws and regulations and licensing agreements.
- Users must use only information technology resources they are authorized to use and only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.
- Users are responsible for protecting their assigned accounts and authentication from unauthorized use.
- Users must abide by the security controls on all information technology resources used for College business, including but not limited to mobile and computing devices, whether college or personally owned.

- Users are responsible for the content of their personal communications and may be subject to liability resulting from that use. Winston College accepts no responsibility or liability for any personal or unauthorized use of its resources by users.

Unacceptable Uses

- Users are not permitted to share authentication details or provide access to their college accounts to anyone else.
- Users must not circumvent, attempt to circumvent, or assist another in circumventing the security controls in place to protect information technology resources and data.
- Users must not knowingly download or install software onto college information technology resources which may interfere or disrupt service or does not have a clear business or academic use.
- Users are prohibited from willingly engaging in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses or other malicious code; or install software, applications, or hardware that permits unauthorized access to information technology resources.
- Users must not engage in inappropriate use, including but not limited to activities that violate state or federal laws, regulations or Winston College policies, harassment, and widespread dissemination of unsolicited and unauthorized electronic communications.

Enforcement

- Individuals who use information technology resources to violate a college policy, law(s), contractual agreement(s), or violate an individual's rights, may be subject to limitation or termination of user privileges and appropriate disciplinary action under Dismissal and Code of Conduct Policy, legal action, or both.
- Winston College may temporarily deny access to information technology resources if it appears necessary to protect the integrity, security, or continued operation of these resources or to protect itself from liability.
- Any non-compliance with this policy should be reported to Student Services Manager.
- To have access to internet and other electronic resources, please contact Student Services Manager who, after due diligence, will issue user ID and password.

ACCESS TO INFORMATION AND CREDENTIALS POLICY

Name of Policy	Access to Information & Credentials Policy
Last Revision	January 1, 2018
Implementation Date	January 1, 2018
Position(s) Responsible	Academic Director, SEA, SSM

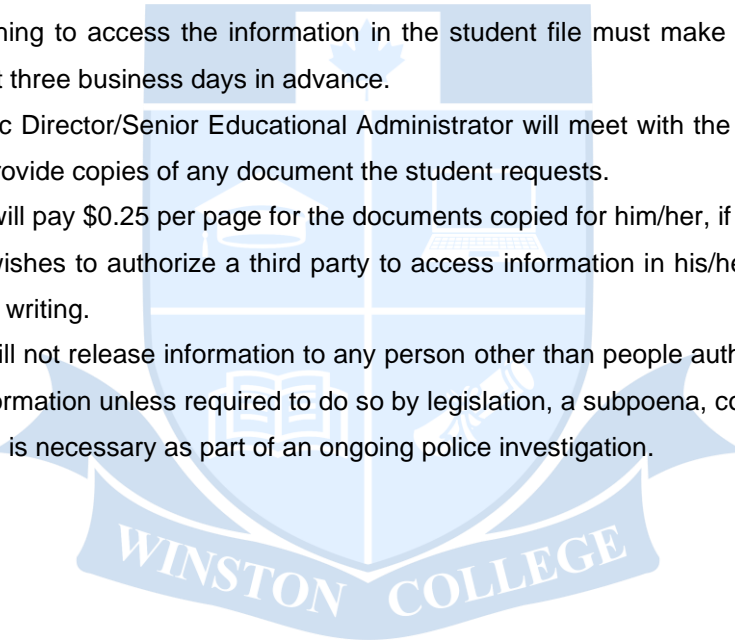
Policy

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 AND CODE OF CONDUCT POLICY

Name of Policy	Dismissal & Code of Conduct Policy
Last Revision	January 1, 2020
Implementation Date	January 1, 2020
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.

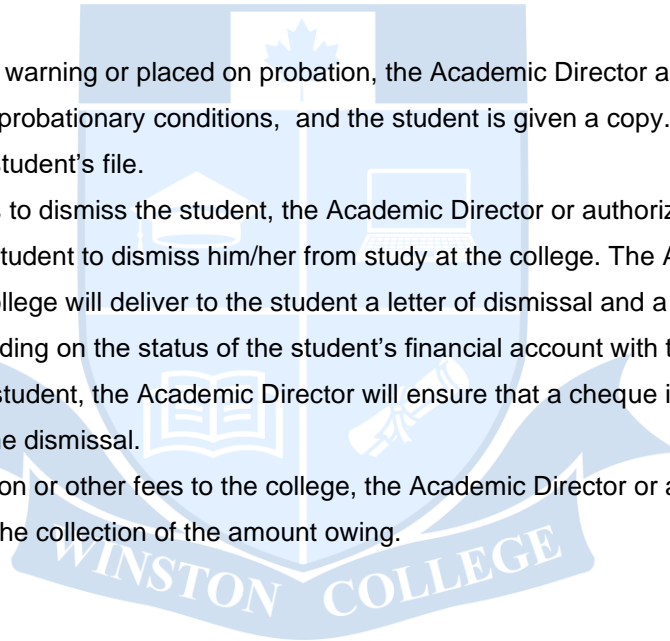
Dismissal process can be initiated in following situations.

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.



CREDIT TRANSFER, COURSE AND EXAM RETAKE POLICY

Name of Policy	Credit Transfer, Course and Exam Retake Policy & Procedure
Last Revision	January 1, 2018
Implementation Date	January 1, 2018
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 miss 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.



GRADES DISPUTE RESOLUTION/ APPEAL POLICY PROCEDURE

Name of Policy	Grades Dispute Resolution/ Appeal Policy & Procedure
Last Revision	August 1, 2021
Implementation Date	September 1, 2021
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.

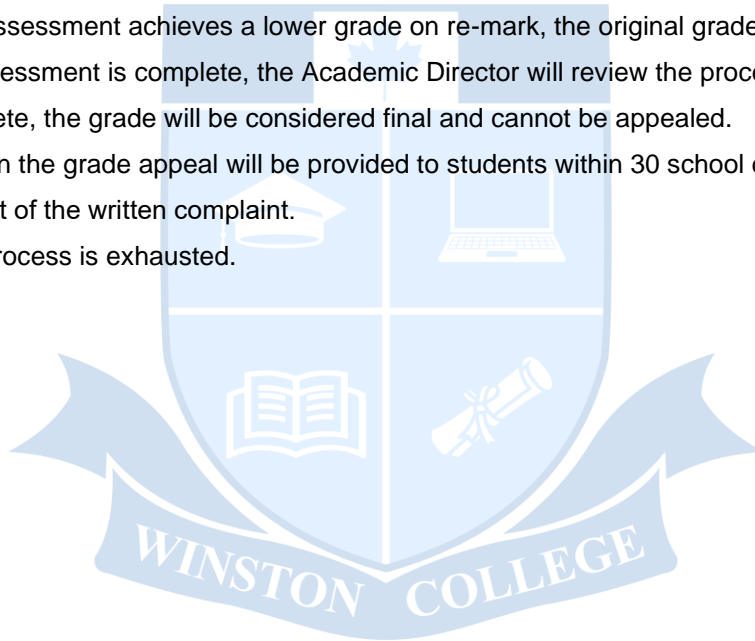
Procedure for Student Disputes:

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 addressed to the Academic Director and deliver at the Front Desk.
2. The Academic Director will advise the On-Site Administrator to meet with the student to discuss the concern and 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 appeal the Academic Director in writing 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 and related party 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 and related party. 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, 2020
Implementation Date	January 1, 2020
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's 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 PTIB 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 PTIB Bylaws.

GRADING AND GRADUATION POLICY

Name of Policy	Graduation Policy
Last Revision	January 1, 2018
Implementation Date	January 1, 2018
Position(s) Responsible	Academic Director, SEA, Instructors, SSM

The 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.

PRIOR LEARNING ASSESSMENT & RECOGNITION POLICY (PLAR)

Name of policy	Prior learning assessment & recognition policy (PLAR)
Last revision	January 1, 2016
Implementation date	January 1, 2016
Position responsible	Academic Director, Instructor

Winston College grants credit transfer to students who have already completed course(s) at Winston College or other academic or career colleges recognized by regulatory authority in any province of Canada. To support Credit Transfer Policy, Prior Learning & Assessment Policy has been designed for purpose that students could make well informed decision before signing an enrollment contract.

Policy

Credits will be transferred in accordance with the Credit Transfer Policy of the college.

- Credit will be awarded only for learning not experience.
- College credit will be awarded only for college-level learning.
- Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical applications (if applicable, e.g. Sport Management courses).
- The determination of competence levels and of credit awards will be made by appropriate subject matter and academic experts at the college.
- Credit will be appropriate to the academic context in which it is accepted.

Assessment Procedure.

There are two paths to get transfer credit for prior learning.

Path 1: Supply of required documents and completion of prescribed procedure:

To transfer credit of prior learning under Path 1, following steps will be taken.

- Student will make sure that relevant institution sends transcript of all completed course with course outline directly to Winston College.
- Evaluation Team (comprising Academic Director and relevant Course Instructor) will determine that at least 75% of course contents are similar to the course(s) offered by Winston College.
- Team will determine that student has completed course hours securing at least minimum marks as accepted by Winston College in its Graduation Policy.
- Academic Director will issue letter of acceptance or rejection within three working days.
- In case of rejection, student can exercise Path 2 option.
-

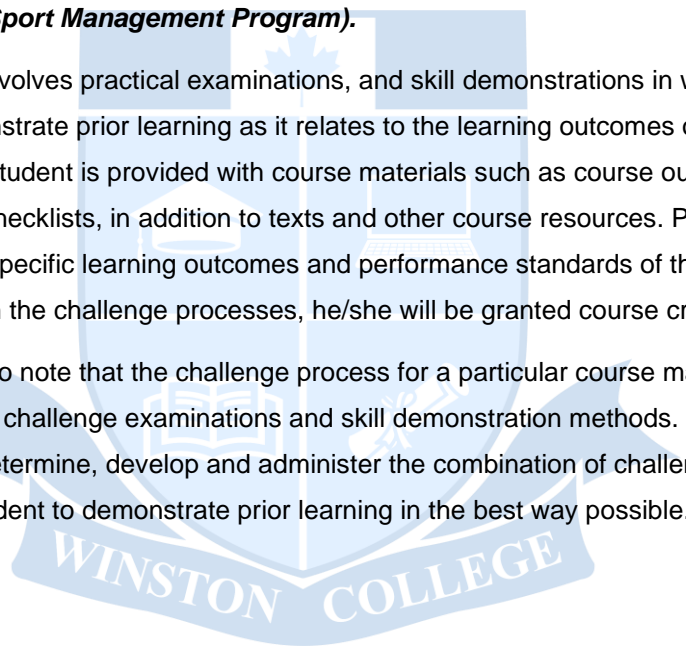
Path 2: Challenge Exam and/or Skill Demonstrations (if applicable):

If student is unable to provide all required documents or does not qualify under criteria mentioned under Path 1, student can complete the challenge process as follow:

- a) **For Challenge Exams**, these are written tests based on the learning outcomes of a specific course, which have been designed by college to assess learning. If student believes that he/she has prior learning that is equivalent to a particular course, he/she will be provided with a course outline and have access to appropriate texts and other learning materials to prepare for these challenge examination(s). As a learner, student is required to demonstrate through the challenge examination(s) that he/she has equivalent learning. If student is successful in the challenge processes, he/she will be granted credit for the course.
- b) **Skill demonstrations are required for practical courses (e.g. Team Management & Coaching in Sport Management Program).**

This method involves practical examinations, and skill demonstrations in which student actually demonstrate prior learning as it relates to the learning outcomes of a course(s). In this situation, student is provided with course materials such as course outlines and performance checklists, in addition to texts and other course resources. Program Instructor assesses the specific learning outcomes and performance standards of the course. If student is successful in the challenge processes, he/she will be granted course credit.

It is important to note that the challenge process for a particular course may include a combination of challenge examinations and skill demonstration methods. Relevant Instructor(s) determine, develop and administer the combination of challenge methods that will allow a student to demonstrate prior learning in the best way possible.



Prior Learning Assessment Rubric

Students Name: _____

Course: _____

Category	Yes	No	Comments
Completed equivalent or a greater number of class hours			
Secured minimum acceptable marks in accordance with Graduation Policy of the college			
Provided all necessary documents			
Wrote challenge exam			
Secured minimum marks in challenge exam			
Demonstrated required skills			
Decision	Accepted	Rejected	
Signature: Academic Director: Date:	Signature: Instructor: Date:		

PREVENTING AND RESPONDING TO SEXUAL VIOLENCE AND MISCONDUCT POLICY

Name of Policy	Preventing and responding to sexual violence and misconduct policy
Last Revision	August 17, 2021
Implementation Date	September 1, 2021
Position(s) Responsible	Campus Director, SEA

PURPOSE STATEMENT

Winston College wishes to confirm its responsibility to provide a safe and secure learning environment. At Winston College, we firmly believe that there should be a safe environment for all the students, which is free from any kind of sexual misconduct as the college has zero tolerance towards this kind of misconduct. Through this policy the Winston College strive to prevent sexual misconduct and create a procedure to respond effectively and in a timely manner when incidents occur. This Policy has been designed in compliance with the BC Sexual Violence and Misconduct Policy Act S.B.C. c.23 (the Act).

SCOPE AND APPLICATION

- The policy applies to students, faculty and staff members working at Winston College as well as extends to the visitors, volunteers, and contractors at the campus, who may be found involved in any act of violating the respectful environment of the college by indulging in any sexual violence or misconduct.
- Sexual misconduct is defined as any form of undesired activity of a sexual nature which intends to violate the sexual integrity of the individual to whom it is directed.
- Sexual assault is characterized by a broad range of behaviors that involve the use of coercion, threats or control towards a person which makes the person feel uncomfortable, distressed, frightened.

SEXUAL MISCONDUCT MAY INVOLVE:

- a) Sexual Assault
- b) Sexual Exploitation
- c) Sexual Harassment
- d) Stalking
- e) Incident Exposure
- f) Voyeurism
- g) Distribution of a sexually explicit photograph or video of a person, without the consent of the person in the photo or video.
- h) Attempt to commit an act of sexual misconduct
- i) Threat to commit an act of sexual misconduct.

REPORTING /DISCLOSURE PROCEDURE

The person who wishes to disclose sexual misconduct or make a formal report against it may do so as per the following process:

1. The person (victim) may choose to disclose the sexual misconduct to the Senior educational Administrator/SEA Winston college, without making a formal report. In this case a formal process may not be initiated, but the management will deal with the disclosure seriously and may take steps to avoid the repetition of the incident.

2. To initiate a formal process, the victim or a member of the college community, on behalf of the victim, needs to submit a report in writing to the Senior Educational Administrator SEA.

Name: Asif Mir

Contact asif@winstoncollege.com

Call: 604-357-8021

3. If the SEA is absent or is named in the complaint, the student must address the complaint to the President Winston college.

Name: May He

Contact may@winstoncollege.com

Call: 604-357-8022

4. The student must state as clearly as possible the details of the incident, including the details of the people involved in the misconduct, along with a request for an action. The report must clearly state the allegations against the alleged person involved in the sexual misconduct.

5. The Senior Administrator/SEA will, within 24 hours of receiving the complaint, initiate an investigation to the complaint and may ask for more information from the complainant.

6. Depending on the severity of complain, the SEA will form a committee of at least two employees to investigate and may seek legal advice or may ask the complainant to follow a legal process if deemed necessary besides the complaint filed at the Winston college.

7. The person against whom allegations are made will be informed about the same, keeping the name and details of the complainant private. The person will be given 24 hours' time to submit written explanation about the incident.

8. The SEA will ensure fair treatment with both parties involved. The SEA will arrange a meeting with the complainant to collect the necessary information about the incident and to assist the complainant to take appropriate steps.

The SEA may provide emergency numbers for off campus security, law enforcement, medical assistance, and mental health services (if required). The SEA will encourage immediate reporting of the incident and will ensure the safety of the students after the incident.

9. The SEA will determine the appropriate disciplinary action after the investigation if any should be taken.

- 1- Determine that the report is not proved; the file is closed.
2. Determine that the report is substantiated, in whole or in part, and either:
 - ✓ Give the student a warning clearing up the consequences of further misconduct; or
 - ✓ Set a probationary period with appropriate conditions; or
 - ✓ Recommend that the student should be dismissed from the college.
 - ✓

10. The SEA will determine the severity of the incident and can refer to police if needed.

11. A victim/survivor may also wish to make a formal report of an incident of sexual misconduct to police.

12. If the perpetrator is a visitor, whom the Winston college authorities cannot access, the information of the visitor will be given to the local police along with the copy of the complaint, if the complainant agrees to this.

13. The information of the complainant will be kept confidential according to the Freedom of Information and Protection of Privacy Act, unless it becomes mandatory by law to disclose the information to get full justice to the complainant. If required, the complainant will be given to counseling or emergency medical care to overcome the mental or physical problems faced by the complainant due to the incident.

14. The complainant can also make an anonymous report to the police about the incident, through a community-based victim support worker without disclosing his/her name or contact numbers. This anonymous report would be sent to Winston college by the Community Victim Service Agency.

1. It is contrary to this policy for the Winston College to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.
2. 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.
3. 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.

Disciplinary Procedures

The Winston College will act according to its policies to investigate the incidents related to the sexual harassment. The Winston College will take disciplinary action, if the college management determines that any student or staff member of the college is involved in sexual misconduct. This disciplinary action may include warning or termination of the employee/ dismissal of the student. The Winston College will not tolerate any form of sexual misconduct.

Winston College is certified by the Private Training Institutions Branch (PTIB) and comply with regulatory requirements. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca



DISPUTE RESOLUTION POLICY

Name of Policy	Dispute Resolution Policy
Last Revision	August 20 th , 2021
Implementation Date	September 1 st , 2021
Position(s) Responsible	Campus Director, SEA

Policy

Winston College provides opportunity for students to resolve disputes / complaints through following described procedures. Anonymous complaints/concerns will not be accepted. Only individuals can submit a complaint/ concern and must be in writing. Winston management ensure fair and equitable treatment and student who makes or is otherwise involved in a complaint will not be subject to any form of retaliation at any time.

Procedure:

- A- The Winston College management encourages students to resolve their concerns through informal negotiation. If the student is not satisfied with the informal negotiations the students are strongly encouraged to submit their concern in writing to the Academic Director/SEA who is responsible for making determinations in respect of complaints. It is not mandatory but providing a summary of discussions in chronology order with supporting documentation will be appreciated.
- B- The compliant addressed to Academic director/SEA should be submitted in person or to front desk or admission office in person or by email. The admission officer is responsible to forward the complaint to academic director or president with in 3 business days.
- C- Winston College President is sole authorize to form a dispute resolution committee to make decisions of all complaints. If the Academic Director/SEA is absent or is named in the complaint, the student must address the compliant to the Winston President.
- D- Students are authorized to submit and peruse a compliant him /herself or a representative.

Process Step 1:

- A- The Winston College Academic Director/SEA or their designate will arrange meeting with the student to review the circumstances and desired resolution within five business days of receipt of the student's written complaint.
- B- If the issue is resolved at this level, the process is exhausted the copies of conclusion will be provided to both the parties and will be placed in Dispute Resolution files.

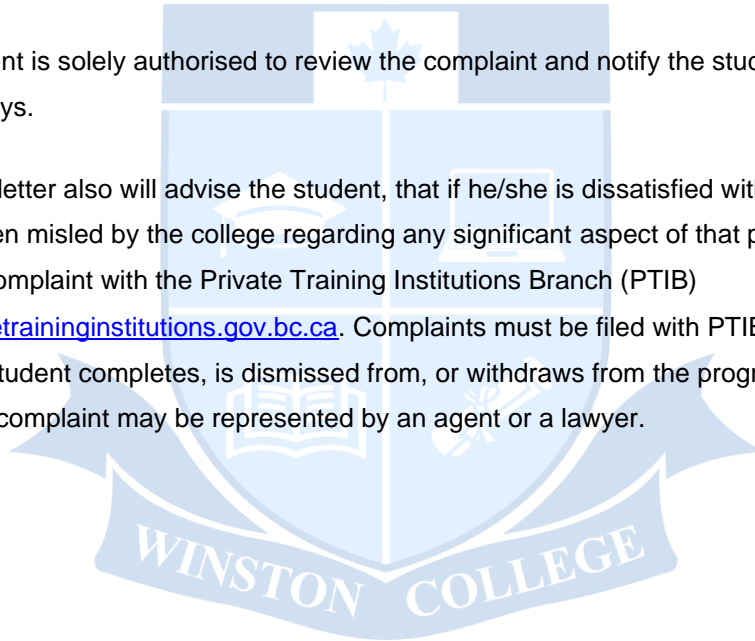
Process Step 2:

- A- If the student is dissatisfied with the conclusion of the Academic director or their designate, the student can appeal to the President Winston College within 5 business days of the notification of academic director about the outcome.

- B- The Winston President if deem necessary, he/she will notice both parties to discuss the issue and acquire more information and understanding about the issue. The Winston President will review all details and based on given information will make a final decision within five business days and a letter will be issued regarding the decision. At this stage, the process is exhausted and finalized. No further action would be taken, and copies will be provided to both the parties and the original will be placed in the dispute resolution file.

- C- The President is solely authorised to review the complaint and notify the student with in 5 business days.

- D- The written letter also will advise the student, that if he/she is dissatisfied with the determination, and has been misled by the college regarding any significant aspect of that program, the student may file a complaint with the Private Training Institutions Branch (PTIB) www.privatetraininginstitutions.gov.bc.ca. Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program. The student making the complaint may be represented by an agent or a lawyer.



CASH MANAGEMENT POLICY

Name of Policy	Cash Management Policy
Last Revision	April 1, 2019
Implementation Date	April 1, 2019
Position(s) Responsible	Campus Director, SEA, Finance /Admission Officer

Purpose:

The purpose of Winston college cash management policy is to protect college funds as well as to facilitate proper cash management procedures. The policy described below is applicable in regard to Winston student's tuition and all expense accounts.

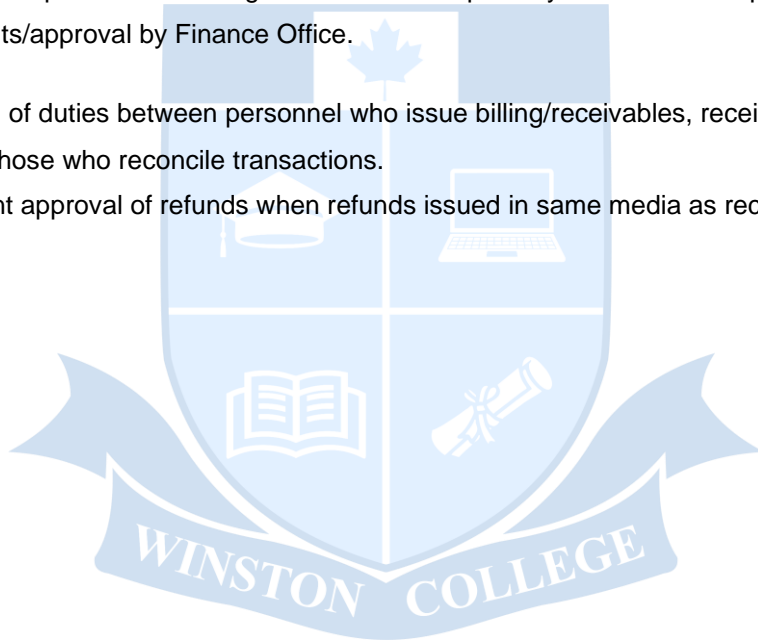
Policy:

1. All funds collected by the Winston college must be deposited into authorized Winston college bank account as soon as practical, generally on the date of collection. Where this is impractical and where the total deposit is more than \$500, the deposit may be made within three business days of collection. All currency deposits must be deposited in Canadian dollars bank accounts.
2. Winston college does not accept cash more than \$5,000 CAD from students, suppliers and other affiliates, regardless of whether in Canadian (CAD) or U.S dollar (USD) or foreign currencies.
3. Winston College does not accept physical foreign currency or cheques issued from foreign banks located outside the U.S. or Canada. This includes payments from students, suppliers and other affiliates, regardless of whether checks are issued in U.S dollar (USD) or foreign currencies.
4. Winston College is sensitive to the strategic partnerships held with academic affiliates and suppliers abroad as well as its diverse student population. Accordingly, the finance's Office is available to assist students, faculty, and staff in determining cost-effective payment alternatives, including foreign wire transfers through the SWIFT payment network and/or credit card payments in circumstances where credit card payments are accepted for payment.

Finance office function:

1. The Finance Office is only authorized to collect cash/ checks drawn on Winston college accounts. Cashing of other types of checks, including personal checks, is not permitted.

2. Student payments for tuitions, fees, housing, telephone charges, and other miscellaneous charges may be made in person at the campus finance office, by mail, or via online ePayment. For details on these payment options please consult the financial operations
3. The Finance Officer is designated for activities related to tuition and student accounts and accordingly, student's tuition accounts should not be used for deposits of cash and/or checks received as departmental revenue or expense reimbursements. The finance's office will work with departments to help determine the most appropriate deposit method(s) to meet each department's depository needs, which may include:
 - Using college deposit stations located in the campus to deposit cash not more than \$5,000 CAD.
 - Making cash deposits at the designated Winston depository bank branch in person (requires prior arrangements/approval by Finance Office.
 - Segregation of duties between personnel who issue billing/receivables, receive funds, deposit funds, and those who reconcile transactions.
5. Management approval of refunds when refunds issued in same media as receipted funds.



RESPECTFUL AND FAIR TREATMENT OF STUDENTS POLICY

Name of Policy	Respectful and Fair Treatment of Students Policy
Last Revision	August 17, 2021
Implementation Date	September 1, 2021
Position(s) Responsible	Staff, faculty, Campus Director, SEA

PURPOSE STATEMENT

The Winston College wishes to confirm its responsibility to be respectful and fair to all its students, Faculty and staff by ensuring that its working and learning environment promote the respectful and fair treatment. At Winston College, we firmly believe that there should be a safe environment for all the students as the college has zero tolerance towards violating the respectful environment.

SCOPE AND APPLICATION

The policy applies to students, faculty and staff members working at Winston College as well as extends to the visitors, volunteers, and contractors at the campus, who may be found involved in any act of violating the respectful environment of the Winston College.

Bullying

The Winston College is committed to provide the students equal opportunities to study in a safe learning environment. According to the college policy bullying is a serious violation of an individual's fundamental rights. Bullying includes frightening and hurting other students that cause personal humiliation.

Harassment

Winston College has a strict policy for any form of harassment based upon sex, color, race, gender, religion, background, status, and disability. Harassment includes verbal abuse, physical abuse, and any offensive gesture to threat others.

Discrimination

Winston College believes in providing equal opportunities to the students without discriminating among them based on their personal attributes.

Violence

Violent behaviour of any student or staff is not acceptable at the college.

Procedure

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

- Any conduct contrary to the respectful and fair treatment policy shall be reported to the SEA in writing. In the absence of the SEA, the concern will be reported to the Student Service Manager.
- The SEA will discuss the matter with the student within five business days of receiving a complaint.
- The SEA can warrant the immediate dismissal of the student in case of the serious nature of the issue. Further, the SEA will arrange a meeting with the student without any further delay.
- The SEA will determine whether concerns are substantiated after further inquiry within five business days of the initial meeting with the student.
- After meeting the student, the SEA will determine:
 - That the concern(s) were not substantiated; or
 - That the concern(s) were substantiated, in whole or in part, and either:
 - Give the student a warning setting out the penalty for further misconduct, or
 - Set a probationary period with appropriate conditions; or
 - Advise that the student must be dismissed from the college.

The SEA will provide a copy of the written determination to the student and the original will be placed in the student file.

Both the SEA and student will sign the written warning or probation conditions in case of probation or warning given to the student. The original document will be placed in the student's file and a copy will be provided to the student.

If the SEA will advise to dismiss the student, the Winston President will meet the student to deliver a letter of dismissal. if required a complaint can be filed to a concerned law enforcement agency of the BC.

Further, the Student service manager will provide the student the calculation of refund due or tuition owing (if applicable). If a refund is due, the refund will be granted to the student within 30 days of dismissal. If the student owes tuition fees to the college, the Campus Director will undertake the collection of the amount owing.

All the concerned staff members and instructors would be informed regarding the decision and all the records related to the issue will be kept in the student's file.

