



SEL COLLEGE POLICIES & PROCEDURES MANUAL

PTIRU | IRCC | B.C. EQA Compliance Framework

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PTIRU Institution Number: 3618

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1. STUDENT-FACING NOTE

SELC College believes in transparency, fairness, support, and compliance. These policies are written to help students understand expectations clearly and to help staff make decisions consistently. When a student has a real problem, SELC will review it seriously. When a rule must be enforced, SELC will explain the reason clearly.

2. INSTITUTIONAL DISCLAIMER

This manual is intended to guide students and staff and to support compliance with applicable regulatory standards. Where a law, PTIRU requirement, IRCC rule, or official government directive changes, SELC College will apply the updated rule and may revise this manual accordingly. PTIRU, IRCC, and EQA compliance ultimately depends on the institution's actual operations, records, contracts, website postings, and case-by-case decisions, not only on written policy.

3. GOVERNANCE & COMPLIANCE FRAMEWORK

3.1 Purpose

This framework ensures that SELC College operates with:

- regulatory compliance
- consistency in decision-making
- protection of student rights
- institutional accountability

3.2 Compliance Alignment

SELC College operates in alignment with:

- Private Training Institutions Regulatory Unit (PTIRU)
- Immigration, Refugees and Citizenship Canada (IRCC)
- B.C. Education Quality Assurance (EQA)

3.3 Roles and Responsibilities

Campus Director – Responsible for:

- Provide overall leadership and operational oversight of the campus, ensuring alignment with institutional goals, student success, and regulatory compliance
- Exercise authority on student matters, including appeals, disciplinary actions, exceptions, and complex case decisions

- Ensure compliance with PTIRU, IRCC, and EQA requirements across all departments, including academics, registration, and student services
- Lead cross-departmental coordination, and continuous improvement of campus operations and student experience

Registrations - *Responsible for:*

- Oversee the full student lifecycle from admission to completion, ensuring accurate registration, records management, and ongoing student support
- Verify registration requirements and maintain compliant enrolment contracts and student records in accordance with PTIRU standards
- Monitor attendance, academic standing, and student progress, initiating timely interventions where required
- Manage student requests, including program interruptions, appeals, and status changes, ensuring consistent and policy-aligned decision-making

Director of Academics/SEA - *Responsible for:*

- Provide academic leadership to ensure program quality, consistency, and alignment with approved curriculum and learning outcome
- Oversee academic progression, grading standards, and faculty performance to maintain academic integrity and student success
- Ensure compliance with PTIRU requirements related to curriculum delivery, assessment, and instructional standards
- Lead continuous improvement of academic programs through evaluation, feedback, and collaboration with faculty and leadership
- Final authority on student matters, including appeals, disciplinary actions, exceptions, and complex case decisions

Student Experience- *Responsible for:*

- Design and deliver a cohesive student experience from orientation through program completion
- Develop and implement student engagement initiatives that support retention, satisfaction, and campus culture
- Coordinate orientation, workshops, and campus activities aligned with student success and integration
- Gather and analyze student feedback to drive continuous improvement of programs and services

Marketing and Student Recruitment - *Responsible for:*

- Provide accurate program advisory and guidance aligned with student goals and program outcomes
- Assess and communicate program requirements, including academic, language, and eligibility criteria
- Guide prospective students through the admissions process from inquiry to enrolment
- Provide general immigration-related information to international students and refer to licensed professionals where required

Co-op & Practicum Placement - *Responsible for:*

- Coordinate and secure program-aligned placements
- Ensure placement documentation is complete and compliant
- Monitor student progress and employer engagement
- Confirm completion of placement requirements and records

4. ADMISSIONS POLICY

4.1 Purpose

Admission requirements are the skills, knowledge and/or other background, including minimum language proficiency, a student must have to be admitted to a program and that make it likely the student will successfully complete the program. Appropriate admission requirements support student retention, success and satisfaction, which is good for both students and the institution. Admission requirements may not be varied or waived by either an institution or a student, and they must be applied consistently to all students in the program.

SELC College admits qualified applicants without discrimination based on race, colour, creed, national or ethnic origin, marital status, sexual orientation, gender identity or expression, age, religion, disability, or any other protected ground under applicable legislation.

Admission decisions are based solely on published program entry requirements and the applicant's demonstrated ability to succeed in the chosen program.

4.2 Admission Requirements

Applicants must:

- meet academic prerequisites for their chosen program of study
- meet English language requirements where applicable
- provide complete and valid documentation (i.e.: study permit, work permit, copy of passport, academic transcripts from previous Institutions)
- provide medical documents required for work experience (negative TB test, current immunizations, and satisfactory criminal record check-these are program-specific)

4.3 Examples of Acceptable Admission Requirements Include:

- Language proficiency to a specified broadly accepted standard, such as IELTS (all tests to be accepted, with a minimum score for each, much be specified; 'or equivalent' is not acceptable)
- Prior education such as a provincially recognized high school course
- Current registration, certification or licensure in the field being studied
- Assessment through an interview, portfolio review or audition, to a specified standard

Language proficiency requirements (LPR) are a part of a program's admission requirements to ensure students have a reasonable level of language proficiency to make it likely that they will successfully complete the program. Language requirements should be at a sufficient level for the student to understand and discuss, in speech and in writing, the level and complexity of the educational materials. All applicants, regardless of their citizenship status or country of origin, must demonstrate an appropriate level of language proficiency.

As an option for proof of English language proficiency, institutions may accept evidence that an applicant has successfully completed a specified minimum of full-time secondary or post-secondary education at an accredited institution where English is the language of instruction. Documentation demonstrating this evidence must be provided in English.

4.4 Verification

All admission documents must be verified and retained in the student file prior to enrolment. Upon confirmation that all admission requirements have been satisfied:

- The Registration team will issue a formal Letter of Acceptance; and

Issuance of a Letter of Acceptance does not constitute enrolment in the program and does not replace the Student Enrolment Contract.

4.5 Institutional Authority

SELC College reserves the right to:

- Verify all information provided by applicants.
- Request additional documentation where necessary.
- Deny admission where admission requirements are not met or documentation is incomplete.
- Revoke an offer of admission if false, misleading, or incomplete information is discovered.

5. TUITION, PAYMENT SCHEDULE & REFUND POLICY

Student Responsibilities

Students on a payment plan are responsible for:

- making all payments on or before the agreed dates
- maintaining communication with SELC if issues arise
- ensuring sufficient funds are available
- complying with all other institutional policies

Failure to communicate does not exempt the student from their financial obligations.

5.1 Tuition Payment Schedule

Unless otherwise specified in the enrolment contract:

50% tuition deposit is required to secure the seat

50% tuition is due (4 installments if 1 year program)

50% tuition is due (8 installments if 2-year program)

5.2 Missed or Late Payments

At SELC College, students are responsible for paying tuition on time according to their enrolment contract or approved payment plan. If payments are not made on time, the following steps will apply:

2 Days Late (Advisory Note) A \$50 late fee is added • You will be informed that your enrollment could be terminated unless balance is paid • Your account is now blocked and restricted and you cannot submit any assignments or quizzes on your LMS.

10 Days Late (Advisory Note) • A \$150 late fee is added • You will be reminded that your enrollment could be terminated unless balance is paid • Your account is now blocked and restricted and you cannot submit any assignments or quizzes on your LMS. • You will be reminded of the responsibilities the college holds to communicate with IRCC regarding to your status with the college.

15 Days Late (Second Warning) • A \$50 late fee is added • You will be informed that your enrollment could be terminated unless balance is paid • Your account is now blocked and restricted and you cannot submit any assignments or quizzes on your LMS.

25 Days Late (Advisory Note) • You must pay your full balance including late fees • If payment is not made, the student is dismissed from the college IMPORTANT • Late fees continue to increase every 30 days • Payment plans must be followed • Repeated missed payments will lead to dismissal.

30 Days Late (Final Warning) • You must pay your full balance • If payment is not made, the student is dismissed from the college IMPORTANT • Late fees continue to increase every 30 days • Payment plans must be followed • Repeated missed payments will lead to dismissal.

At SELC College, students are responsible for paying tuition on time according to their enrolment contract or approved payment plan.

If payments are not made on time, the following steps will apply:

IMPORTANT

- Late fees continue to increase every 30 days
- Payment plans must be followed
- Repeated missed payments will lead to dismissal

No Guarantee of Exceptions

SELC College does not guarantee:

- extensions
- fee waivers
- adjustments to payment plans

All requests are reviewed on a **case-by-case basis** and must be supported by appropriate documentation.

All escalations, exceptions, and disputes related to financial obligations are subject to final review and decision by the Campus Director.

5.3 Payment Plan

Eligibility for Payment Plans

Payment plans may be approved where:

- the student demonstrates a legitimate financial constraint
- the student is in good academic and attendance standing
- the student has a history of compliance with institutional policies
- the student provides a clear and realistic payment schedule

SELC reserves the right to approve or deny payment plans on a case-by-case basis.

5.4 Tuition Refund Policy (PTIRU-Aligned)

Institutions may not accept any tuition or related fees until they have provided a copy of the institution's Tuition Refund Policy to the student. When a refund is due, an institution must provide it to the student within 30 days of:

- Receiving a notice of withdrawal from a student
- Receiving a copy of refusal of a study permit
- Providing a student with a notice of dismissal
- Receiving an order from the registrar to issue a refund because a student was admitted in an approved program without meeting the admission requirements.
- The program end date included in the enrolment contract, if an institution did not provide a work experience to a student within 30 days of the end date.

If a refund is due, the student record must include evidence that the refund was issued, either in the form of a cancelled cheque or copy of a wire transfer. The student records must also include a refund calculation.

The College must refund fees charged for textbooks or other course materials, including equipment and uniforms, if the student does not receive these course materials and any of the following apply:

- The student provides a notice of withdrawal to the institution
- The institution provides a notice of dismissal to the student
- The student does not attend any of the first 30% of the hours of instruction of the program.

5.5 Tuition Refund Calculations

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<i>Before program start date, institution receives a notice of withdrawal or provides a notice of dismissal:</i> • No later than seven days after student signed the enrolment contract, and • Before the program start date.	100% of tuition and all related fees, other than application fee. Related fees include administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and unused aircraft utilization fees.
• More than seven days after student signed the enrolment contract, and • Before the program start date. <i>After the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal (applies to all programs):</i> • No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract. Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<i>After program start date, institution provides a notice of dismissal or</i>	

<i>receives a notice of withdrawal (applies to all approved programs, other than solely asynchronous distance-education-only programs):</i> • After the program start date, and up to and including 10% of instruction hours have been provided. • After the program start date, and after more than 10% but before 30% of instruction hours have been provided. • After the program start date, and after more than 30% but before 50% of instruction hours have been provided. • After the program start date, and after more than 50% of instruction hours have been provided.	Institution may retain up to 10% of tuition paid or payable under a contract. Institution may retain up to 30% of tuition paid or payable under a contract. Institution may retain up to 50% of tuition paid or payable under a contract. No refund due
<i>Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):</i> • A student does not attend the first 30% of the program. <i>Institution receives a refusal of study permit (applies to international students requiring a study permit):</i>	Institution may retain up to 50% of the tuition paid under a contract.

• Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: 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.
Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
<i>Before program start date, institution receives a notice of withdrawal or provides a notice of dismissal:</i> • No later than seven days after student signed the enrolment contract, and • Before the program start date.	100% of tuition and all related fees, other than application fee. Related fees include administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and aircraft utilization fees.
• More than seven days after student signed the enrolment contract, and • Before the program start date.	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<i>After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies</i>	

<i>to only approved solely asynchronous distance-education-only programs):</i> • No later than seven days after the program start date • Student has completed no more than 10% of the program • Student has completed more than 10% but less than 30% of the program • Student has completed more than 30% but less than 50% of the program	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract. Institution may retain up to 10% of tuition paid or payable under a contract. Institution may retain up to 30% of the tuition paid or payable under a contract. Institution may retain up to 50% of tuition paid or payable under a contract.
Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
• Student has completed 50% or more of the program	No refund due

****Completed** means the student has received an evaluation of their performance for the specified percentage of hours of instruction. Only hours of instruction for which the student received an evaluation should be included in the calculation of a tuition refund. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.

a) the start date of the program in the most recent Letter of Acceptance	
b) the start date of the program in the enrolment contract.	

6. ATTENDANCE & ONLINE ENGAGEMENT POLICY

6.1 Minimum Attendance Requirement

SELC College expects students to attend 100% of all scheduled instructional hours, arrive on time, remain for the entire class, and actively participate in all learning activities.

The attendance requirements below represent the minimum academic standard required to successfully complete a course. They are not intended to provide students with a predetermined number of days that may be missed, nor should they be interpreted as permission to be absent.

The minimum attendance standard exists to recognize that genuine illness, emergencies, or other unforeseen circumstances may occasionally prevent a student from attending class. Students should make every reasonable effort to attend all scheduled classes.

Course Length Minimum Attendance Required

2–3-week courses | 75% of scheduled instructional hours |

4–6-week courses | 80% of scheduled instructional hours |

Attendance is calculated using the total scheduled instructional hours, not simply the number of days attended.

Students should not plan or schedule personal appointments, vacations, employment, or other activities during scheduled class time.

Programs regulated by external governing bodies (including, but not limited to, HCA, LIC, Construction Management, or other designated programs) may require higher attendance standards. Where a regulatory requirement exceeds this policy, the regulatory requirement shall prevail.

Attendance Percentage = (Total Attended Instructional Hours ÷ Total Scheduled Instructional Hours) × 100

6.2 Punctuality and Full Participation

Students are expected to:

Arrive before the scheduled class start time.

Remain for the entire scheduled class.

Return promptly from scheduled breaks.

Notify the College whenever they anticipate being late or need to leave early.

Students are expected to attend 100% of scheduled instructional time whenever possible.

Occasional lateness or early departure may occur because of illness, emergencies, transportation delays, or other unavoidable circumstances. However, repeated lateness, extended breaks, or early departures interfere with learning and may result in intervention by the College, even when the student's overall attendance percentage meets the minimum requirement.

The attendance recording procedures below are administrative guidelines used to calculate attendance. They do not provide permission or entitlement to arrive late, leave early, or miss any portion of scheduled instruction.

6.3 Attendance Recording

For calculating attendance only, instructional time is recorded as follows:

Late Arrival due to Extenuating Circumstances

Arrival within 30 minutes of the scheduled class start is recorded as present for attendance calculations, **if the late arrival was due to unforeseen circumstances** (late bus or train, medical appointment that cannot be scheduled at any other time, a fire, flood, or other emergency). **Students may be required to provide documentation to support their absence.**

Arrival 31–60 minutes after the scheduled start receives 50% attendance for that class period.

Arrival more than 60 minutes after the scheduled start is recorded as absent for that class period.

LATE ARRIVAL AND EARLY DEPARTURE CANNOT OCCUR ON THE SAME DAY IF STUDENTS WANT FULL ATTENDANCE. THIS IS AN EITHER/OR SCENARIO AND DOES NOT MEAN THEY CAN LEAVE ONE HOUR EARLY A DAY.

Early Departure due to Extenuating Circumstances

Departure within the final 30 minutes of the scheduled class is recorded as present for attendance calculations, if the early departure **is due to unforeseen circumstances** (medical appointment that cannot be scheduled at any other time, a fire, flood, or other emergency). **Students may be required to provide documentation to support their absence.**

Departure 31–60 minutes before the scheduled end receives 50% attendance for that class period.

Departure more than 60 minutes before the scheduled end is recorded as absent for that class period.

Attendance is calculated using instructional hours and then converted to an overall attendance percentage.

6.4 Attendance Expectations

Attendance requirements establish only the minimum standard for course completion.

Students are expected to attend every scheduled class throughout their program. Meeting the **minimum attendance requirement** does not automatically indicate satisfactory attendance, participation, or professional conduct.

Repeated absences, recurring lateness, extended breaks, early departures, or patterns suggesting that attendance is being intentionally managed to remain only above the minimum standard may result in intervention by Student Services or Academic Administration.

Students may be required to meet with the College to discuss attendance concerns, develop an attendance improvement plan, or address behaviours that negatively affect academic success and classroom learning.

Regular attendance is an essential professional expectation in every industry. Employers consistently identify reliability, punctuality, dependability, accountability, and commitment as qualities they expect from graduates. Students are encouraged to view attendance as preparation for professional employment rather than simply a course requirement.

6.3 Online Learning Policy

SELC College delivers programs through in-person, online, and blended formats. All online courses meet the same academic standards, learning outcomes, and instructional requirements as in-person delivery.

Online courses are instructor-led and require active, real-time participation unless otherwise specified in the course outline.

Attendance in online classes is mandatory and is recorded for academic and regulatory reporting purposes.

Camera Requirement

- Students must keep their camera ON during live online instructional sessions.
- Cameras may be turned off only during scheduled breaks or with prior instructor approval.
- Attendance is verified through visual participation and engagement.

****Failure to comply with attendance verification requirements may result in loss of attendance credit and may lead to removal of online learning privileges.**

6.4 Online Learning Expectations

Punctuality

- Students must join online sessions on time.
- Late arrival may result in reduced or denied attendance credit in accordance with the Attendance Policy.

Technical Preparedness

Students are responsible for:

- Ensuring reliable internet access.
- Maintaining a functioning device with camera and audio capability.
- Installing required software prior to class.
- Minimizing background noise (headphones are recommended).

For technical issues, students should contact:

- Their instructor.
- IT/Curriculum Migration Support (andrea.k@selcedu.com)
- Admissions Department (admissions@selcedu.com)

****Technical difficulties do not automatically excuse an absence.**

Learning Environment**Students must:**

- Attend class from a quiet, distraction-free location.
- Remain attentive and visibly engaged.
- Refrain from multitasking (e.g., working, driving, or participating in unrelated activities).

Attendance may not be granted where active engagement cannot be verified.

Participation and Professional Conduct**Students are expected to:**

- Use platform features (e.g., “Raise Hand”) appropriately.
- Use chat for course-related communication only.
- Always conduct themselves respectfully and professionally.

Online conduct is subject to the Code of Conduct and Academic Integrity policies.

Recording and Privacy

- Class recordings may be made by instructors where permitted and for instructional purposes only.
- Students are strictly prohibited from recording, distributing, sharing, or posting class content without written authorization.

Unauthorized recording or distribution of course materials may result in disciplinary action.

Regulatory Compliance

Online attendance records form part of institutional compliance and reporting obligations. Students enrolled in programs subject to regulatory or immigration reporting requirements must comply fully with attendance expectations

6.4 Student Device & LMS Access Policy

This policy establishes minimum technology requirements for student participation in courses delivered through SELC College's Learning Management System (LMS), Moodle. The policy is intended to ensure equitable access, academic integrity, and reliable assessment delivery, in alignment with PTIRU expectations regarding fair assessment practices and student responsibility for readiness to learn.

Personal cell phones are not approved devices for accessing your LMS for academic purposes at SELC College.

Students must use an education-appropriate device that is fully compatible with the LMS platform to participate in coursework, submit assignments, and complete quizzes or examinations.

Approved Devices

Students are required to access the LMS using one of the following:

A laptop or desktop computer, or

A tablet that supports full LMS functionality, including:

- Timed assessments
- File uploads
- All Moodle quiz question formats
- Stable navigation without interruption

The device must be fully functional, up-to-date, and capable of completing all required academic tasks without technical limitation.

Prohibited Devices

Personal cell phones may not be used for:

- Quizzes or examinations
- Timed or secure assessments
- Assignment submissions

- Any graded academic activity requiring full LMS functionality

****Use of a cell phone for LMS access is considered non-compliant with SELC College academic technology standards.**

Educational & Academic Rationale

SELC College has determined that personal cell phones are not suitable learning devices for LMS-based instruction due to documented and recurring issues, including but not limited to:

- Incompatibility with Moodle quiz and assessment tools
- Inability to support secure or timed assessments
- Increased risk of disconnections, submission errors, and incomplete attempts
- Limitations that compromise assessment validity and academic integrity
- Inequitable learning conditions for students who meet technology requirements

Permitting cell phone use has resulted in avoidable academic disruption, missed assessments, and inappropriate accommodation requests, which are inconsistent with fair and standardized evaluation practices required under PTIRU-regulated programming.

Student Responsibility

Students are responsible for:

- Securing an approved device prior to course start
- Ensuring consistent and reliable access to Moodle
- Testing their device functionality in advance of assessments

Failure to meet these requirements does not constitute grounds for extensions, deferrals, rewrites, or academic accommodations.

Accommodation Requests

Accommodation requests will not be approved when academic disruption results from:

- Use of a personal cell phone
- Failure to use an approved device
- Foreseeable and preventable technology limitations

This policy is applied consistently and equitably to all students.

Compliance & Enforcement

This policy applies to:

- All SELC College programs
- All delivery modes (on-campus, hybrid, and online)

Enforcement rests with:

- Instructors
- Campus Director
- Academic Administration

Non-compliance may result in missed assessments without recourse.

6.5 Attendance Monitoring-see appendices

6.6 Attendance Exceptions

Attendance adjustments may be considered only under exceptional circumstances, including:

- hospitalization or emergency medical treatment
- death or critical illness of an immediate family member
- legal or immigration obligations
- institutional disruptions

6.7 Medical Documentation Requirements

Medical documentation must be:

- written in English
- legible
- issued by a Canadian licensed medical practitioner

A doctor's note:

- does not automatically excuse an absence
- does not guarantee attendance adjustment
- all medical documentation will be verified by the college
- is considered supporting documentation only

****All decisions are made on a case-by-case basis at the discretion of the Campus Director.**

6.8 Situations That Do Not Qualify for Adjustment

Attendance will not normally be adjusted for:

- minor illnesses (e.g., cold, fatigue)
- oversleeping
- work conflicts
- childcare issues
- personal appointments

6.9 Examples

A student submits a note for a minor headache: attendance is not adjusted.

A student provides hospital documentation: the case is reviewed for possible adjustment.

7. ACADEMIC INTEGRITY POLICY

7.1 Purpose

SELC College is committed to maintaining high academic and professional standards. Academic integrity is essential to the credibility of credentials awarded and to ensuring fairness for all students.

Any form of cheating, plagiarism, falsification, or misrepresentation of academic work is considered a serious academic offense.

Student Responsibility

Unless explicitly authorized by the instructor, all coursework and assessments must be:

- Completed individually
- The student's own original work
- Properly cited where external sources are used

****Students are responsible for understanding and adhering to academic integrity standards.**

7.2 Definitions

Plagiarism

Plagiarism occurs when a student presents another person's work, ideas, or content as their own without proper acknowledgment.

Examples include:

- Copying text from books, websites, or electronic sources without citation
- Paraphrasing or summarizing without proper attribution
- Submitting another student's work
- Allowing one's work to be copied by another student
- Submitting AI-generated or third-party work as original work where not permitted

Cheating

Cheating includes, but is not limited to:

- Copying during an examination or assessment
- Possessing unauthorized materials during an exam
- Impersonating another person or allowing impersonation
- Falsifying academic records
- Collaborating on individual assessments without authorization

7.3 Instructor Authority During an Examination

If suspected misconduct occurs during an examination, the instructor may:

- Remove unauthorized materials.
- Require the student to leave the exam; or
- Allow the student to complete the exam while the matter is reviewed.

****The instructor will document the incident and submit an Academic Integrity Report.**

7.4 Academic Integrity Review Process

1. The instructor will notify the student of the concern and provide an opportunity to respond.

2. The incident will be reviewed by the Academic Department.

3. A written decision will be issued.

Students may submit a written request for review within 5 business days of receiving the decision.

****A final written determination will be issued by the Campus Director (or designate). That decision is final.**

7.5 Sanctions

Sanctions are applied based on severity and whether the offense is repeated.

First Offense

- Academic Probation-the student can re-write the exam with a fee of \$500

Second Offense

- Grade of zero on the affected assessment-no opportunity to re-write
- Possible course failure

Multiple or Severe Offenses

- Course failure
- Suspension or dismissal from the program

****Sanctions are recorded in the student's file.**

7.6 Academic Integrity Education

All instructors must:

- Communicate academic integrity expectations in course outlines
- Clearly state permitted resources for exams and assignments
- Specify when collaboration is allowed

Students are encouraged to seek clarification if uncertain about expectations.

7.7 Record Keeping-see appendices

If an allegation is upheld, documentation is retained in the student file in accordance with institutional record retention policies.

If an allegation is overturned, related documentation will be removed from the active student record.

7.8 Professional Conduct

Academic dishonesty is incompatible with professional practice expectations. Students in career training programs are expected to demonstrate honesty, accountability, and ethical conduct always.

8. ACADEMIC PROGRESSION AND PROBATION POLICY

8.1 Purpose

This policy outlines academic standing classifications, progression requirements, course repetition limits, and conditions for continuation in a program at SELC College.

Academic progression is based on successful completion of required courses in accordance with program standards.

8.2 Minimum Passing Grade

Each program establishes a minimum passing grade per course, typically ranging from 60% to 70%, as specified in the program outline.

To successfully complete a course, a student must:

- Achieve the minimum overall module grade.
- Successfully complete all required academic components.
- Meet attendance requirements.

****Where regulatory or licensing standards apply, the higher threshold will prevail.**

Failure to meet academic requirements may result in course repetition or withdrawal.

If one is required to do course repetition, please note that re-enrollment and course retake fees will be applied.

8.3 Academic Standing

Good Standing

A student is in Good Standing when:

- All completed courses have been passed.
- Attendance requirements are satisfied.

- There are no outstanding academic integrity sanctions affecting progression.

****Students in Good Standing may continue in their program without restriction.**

Academic Probation

A student will be placed on Academic Probation if:

- They fail one (1) course; or
- They are required to repeat a course; or
- They are subject to academic integrity sanctions that affect academic status.

While on Academic Probation, a student may be subject to:

- Academic advising or performance monitoring.
- Restrictions on progression into co-op or practicum.
- Additional academic conditions as determined by Academic Administration.

****Probation remains in effect until the failed module is successfully completed.**

Academic Review / Required to Withdraw

A student may be subject to Academic Review and may be required to withdraw from the program if:

- They fail the same module after one full repeat attempt.
- They fail multiple modules within the program.
- They fail to meet the conditions of Academic Probation.
- Their academic performance demonstrates an inability to meet program standards.

****Withdrawal decisions are made by Academic Administration and communicated in writing.**

9. COURSE REPETITION & EXAMINATION RE-WRITE POLICY

9.1 Purpose

SEL College maintains rigorous academic standards to ensure graduates demonstrate the competencies required for professional practice and program completion. Successful completion of each module is mandatory to graduate.

9.2 Course Repetition

Students who do not successfully complete a course are required to repeat that course before progressing or graduating.

A course will be considered unsuccessful where a student:

- Fails to meet the minimum attendance requirement
- Fails to complete required assessment components (e.g., midterm examination, final examination, mandatory evaluations); or
- Fails to achieve the minimum passing grade as outlined in the course syllabus.

Course repetition ensures students meet established learning outcomes and professional competency expectations.

Course Retake Fee: \$750

****The retake fee must be paid prior to re-enrollment in the module.**

9.3 Assessment Completion Standards

All required assessments form part of the academic evaluation framework and reflect essential learning outcomes.

- Group projects, independent learning activities, assignments, quizzes, and distance/asynchronous learning components are integral to module evaluation.
- These components are not eligible for resubmission, rewriting, or retroactive completion unless otherwise specified in the course outline.

This ensures fairness, academic integrity, and consistency across cohorts.

Examination Rewrite Eligibility

Students who fail a course solely due to performance on a midterm or final examination may be considered for one examination rewrite, subject to Academic Department approval.

9.4 Rewrite Eligibility Criteria

All the following conditions must be met:

- The examination is the only failed component of the course.
- The student's overall final grade is no more than 5% below the minimum passing grade.

- The student has met the minimum attendance requirement for the course.
- The student is in good academic standing.

Rewrite Conditions

- A maximum of one rewrite per examination is permitted.
- The highest achievable grade on a rewrite examination is capped at 70%.
- **A \$150 proctoring/rewrite fee applies.**
- Rewrites are scheduled on designated institutional dates only.

****Failure to attend a scheduled rewrite without approved documentation will result in forfeiture of the rewrite opportunity.**

9.5 Failure After Rewrite

If a student is unsuccessful on the rewrite examination:

- The course will be recorded as failed; and
- The student must repeat the full course and meet all academic and attendance requirements before progressing.

Where applicable, students must successfully complete the academic portion of their program before commencing any co-op or practicum component.

9.6 Professional and Academic Integrity Considerations

Course repetition and examination rewrite provisions are designed to:

- Maintain the academic integrity of SELC College programs.
- Ensure competency-based progression.
- Protect the credibility of credentials issued; and
- Align with regulatory and professional standards applicable to private post-secondary education in British Columbia.

10 PROGRAM INTERRUPTION POLICY

10.1 Purpose

The Program Interruption (PI) Policy establishes the conditions under which a student may be granted a temporary, authorized interruption of studies due to serious or unavoidable

circumstances. This policy ensures academic integrity, fair treatment, and compliance with institutional and immigration reporting requirements.

10.2 Definition

A Program Interruption (PI) is a formally approved, temporary break from active studies granted at a defined point during a student's academic program.

A PI is not automatic and is approved only where documented circumstances prevent a student from continuing their studies as scheduled.

10.3 Eligibility Criteria

To be eligible for a Program Interruption, a student must:

- Be actively enrolled and in good academic standing at the time of request.
- Have demonstrated satisfactory attendance prior to the request.
- Provide supporting documentation substantiating the need for interruption; and
- Obtain formal written approval from the Campus Director (or designate) prior to commencing the leave.
- A Program Interruption may be granted once during the academic portion of a program.
- The maximum duration of a PI is 150 consecutive calendar days, subject to institutional scheduling and program structure.
- Programs with a total duration of less than nine (9) months are not eligible for a Program Interruption.
- Program Interruptions are approved only during the academic portion of the program and may not be taken during co-op or practicum components.

****Approval is contingent upon alignment with future course availability and program sequencing.**

10.4 Application Process

Students requesting a Program Interruption must:

1. Complete and submit a Program Interruption Request Form.
2. Submit a proposed Return-to-Study Form outlining the intended return date.

3. Provide supporting documentation (e.g., medical certificate, legal documentation, or other substantiated circumstances); and

4. Receive written approval prior to discontinuing attendance.

****Failure to obtain prior approval may result in the student being recorded as withdrawn or dismissed in accordance with institutional policy.**

10.5 Fees

An administrative and documentation processing fee of \$350.00 may apply to approved Program Interruption requests (if the request is documented by supporting evidence). If the PI request is not supported by valid medical or documented personal reasons, the fee is \$500.

All fees must be paid prior to confirmation of the approved interruption.

10.6 Return to Study

Students must resume studies on the agreed return date stated in the approved PI documentation.

If a student fails to return on the approved date and does not receive further institutional approval:

- The student's enrollment status may be updated to withdrawn or dismissed.
- Applicable refund and academic policies will apply.
- Regulatory reporting requirements will be followed as required.

Reinstatement after failure to return is not guaranteed and may be subject to re-enrollment procedures and applicable fees.

10.7 Academic Impact

A Program Interruption does not guarantee preservation of academic standing in an active course.

If a PI results in:

- Incomplete coursework.
- Failure to meet attendance requirements; or
- Inability to meet course learning outcomes.

****The student may be required to repeat the affected course and pay the applicable retake fee in accordance with institutional policy.**

Program completion timelines may be extended due to course sequencing and availability.

10.8 Institutional Authority

SELC College reserves the right to:

- Approve or deny a Program Interruption request based on documentation, program structure, and academic considerations.
- Adjust return dates based on course availability.
- Update student status in accordance with regulatory reporting obligations.

11 IRCC REPORTING STATUS GLOSSARY

Applicable to Study Permit Holders

SELC College, as a Designated Learning Institution (DLI), is required to report the registration and academic status of international students holding a study permit through the Designated Learning Institution (DLI) Portal in accordance with reporting requirements established by Immigration, Refugees and Citizenship Canada (IRCC).

This glossary outlines commonly used reporting status definitions applicable to study permit holders. Students are responsible for maintaining compliance with the conditions of their study permit.

11.1 Academic Break (Regularly Scheduled Break)

A regularly scheduled break is a planned academic break between instructional periods (e.g., winter or summer break) as defined in the official academic calendar.

- The break must be part of the published program schedule.
- It is not considered a leave of absence.

****Students must ensure they continue to meet study permit conditions during scheduled breaks.**

11.2 Academic Suspension

A student is placed on academic suspension due to:

- Unsatisfactory academic performance; or

- Violation of institutional policies.

The student may return following completion of the suspension period, subject to institutional approval.

Students must remain compliant with IRCC study permit conditions. Extended absences from studies may require a change of status.

11.3 Authorized Leave

An authorized leave is a temporary interruption of studies formally approved by SELC College for valid reasons, including but not limited to:

- Medical leave or maternity leave
- Family emergency
- Death of an immediate family member
- Approved internal program change
- Other documented circumstances approved by the institution

In accordance with IRCC guidelines, a leave from studies should not exceed 150 consecutive calendar days from the date the leave begins.

If a leave exceeds 150 days, the student may be required to:

- Change their immigration status; or
- Leave Canada to remain compliant with study permit conditions.

****Students are responsible for consulting IRCC directly regarding the impact of authorized leave on their immigration status.**

11.4 Deferred Enrolment

Deferred enrolment occurs when:

- A student's program start date is postponed either by institutional decision; or
- At the student's request with institutional approval.

If the student is physically present in Canada at the time of deferral and wishes to remain in Canada, they must:

- Begin studies in the next available intake

Failure to resume studies within this timeframe may affect the student's study permit compliance.

If a student does not meet deferred enrolment conditions, their status may be updated to:

- “No longer registered or enrolled”; or
- “No show,” as appropriate. SELC is responsible to communicate to IRCC if a student has not attended classes regularly, or has simply not shown up for class.

11.5 Full-Time Studies

A student is considered full-time when:

- They are registered and actively enrolled in a program of study; and
- Their course load meets the minimum full-time requirements established by provincial regulatory authorities and institutional policy.

Full-time status may include academic coursework and approved co-op or practicum components where applicable.

11.6 Part-Time Studies

A student is considered part-time when:

- They are registered at the institution; and
- Their course load falls below the full-time threshold as defined by institutional and provincial standards.

Part-time status may affect eligibility for certain immigration-related benefits. Students are responsible for understanding how part-time status impacts their study permit conditions.

11.7 Not Started

A student is registered and enrolled in a program scheduled to begin at a future date and has not yet commenced classes.

This status should not be used where a formal deferral has been approved.

11.8 No Show

A “No Show” status applies when:

- A Letter of Acceptance was issued; and

The student:

- Did not confirm acceptance.
- Registered but never attended; or
- Began attending but stopped attending without notice.

This status does not apply to students for whom the institution has no record of registration.

11.9 No Longer Registered or Enrolled

This status applies where a student was previously registered but is no longer enrolled due to:

- Voluntary withdrawal.
- Dismissal; or
- Transfer to another institution.

This status should not be used for students on academic suspension.

11.10 Unknown or No Record

This status applies only when:

- The institution has no record of issuing a Letter of Acceptance; and
- The individual has never been registered or enrolled.

It must not be used for students who received a Letter of Acceptance but did not attend.

11.11 Unique Client Identifier (UCI)

A Unique Client Identifier (UCI), also known as a client ID, is an 8- or 10-digit number assigned by IRCC to an individual. The UCI appears on official immigration documents and is used to track immigration records.

Important Notice

SELCC College reports student status to IRCC through the DLI Compliance Reporting Portal as required.

Students are solely responsible for:

- Maintaining valid immigration status.
- Understanding study permit conditions; and

- Consulting IRCC directly for immigration-related advice.

****SELC College does not provide immigration advice unless provided by a licensed immigration professional.**

11.12 Immigration and Employment Responsibilities (International Students)

International students are solely responsible for maintaining compliance with the conditions of their study permit and, where applicable, work permit.

Students granted a Program Interruption must:

- Ensure their study permit remains valid.
- Understand how the interruption affects their immigration status.
- Seek advice directly from Immigration, Refugees and Citizenship Canada (IRCC) or a licensed immigration professional where required; and
- Comply with any employment restrictions applicable during the interruption period.

****In accordance with IRCC guidance, authorized leaves from studies should not exceed 150 consecutive calendar days. Exceeding this period may require a change of immigration status or departure from Canada to remain compliant.**

12 STUDENT ENROLMENT CONTRACT POLICY

Institutions are required to sign a written contract with each student they enrol, on or before the program start date, unless the program is employer provided (meaning all students enrolled are funded by a single employer or third party that is not a public body).

This applies to approved programs and programs not requiring approval.

The student enrolment contract must set out accurate information about the program. The institution must provide the student a copy of the signed enrolment contract as soon as practicable. As part of the student enrollment contract, institutions must provide an itemized list of services and/or resources included in a program's course material fees, assessment fees, administrative fees, and other fees. For example, institutions must list the individual costs of each textbook, individual course materials, assessment fees, administrative fees, and other fees.

12.1 Pre-Contract Disclosure

Prior to entering a Student Enrolment Contract, prospective students are provided access to relevant institutional information, including:

- The Student Handbook
- Program outlines and credential information.
- Tuition and fee schedules.
- Refund policy.
- Institutional policies affecting students; and
- Work experience requirements (if applicable).

****Prospective students are encouraged to review all materials carefully and seek clarification before signing any contractual agreement.**

12.2 Student Enrolment Contract

Enrolment is confirmed only upon:

- Execution of a signed Student Enrolment Contract; and
- Receipt of required deposits or fees as outlined in the contract.

The Student Enrolment Contract outlines the rights and responsibilities of both the student and SELC College, including tuition, refund provisions, and program details.

****A signed copy of the Student Enrolment Contract is provided to the student, and a digital copy is retained in the student's official file in accordance with institutional record-keeping requirements.**

12.3 Contracts for Approved Programs

- Be written in a clear and comprehensible manner in not less than 10-point type
- Be for a term no longer than 12 months. If the program is longer than 12 months, a subsequent student enrolment contract can only be signed after 50% of the program's hours of instruction listed in the original contract have been provided.
- Include all required information

The contract must be dated and signed by:

- The student or, if the student is under the age of 19, by a parent or legal guardian
- An individual who has legal authority to act on behalf of the institution

Contracts for programs that do not require approval must include:

- The start date of the program

- The amount of tuition and related fees for the program
- The refund policy. If there is no refund, the contract should make that clear.

13 WORK EXPERIENCE POLICY (CO-OP & PRACTICUM)

13.1 Purpose

SELC College incorporates work experience components into designated programs to provide students with supervised, field-related experience that supports the achievement of program learning outcomes.

Work experience placements allow students to apply academic knowledge in a professional setting while developing workplace competencies.

13.2 Definitions

Co-op:

A paid, supervised work experience component forming part of an approved program.

Practicum:

An unpaid, supervised work experience component forming part of an approved program.

13.3 Structure and Duration

- Co-op placements will not exceed 50% of total program hours.
- Practicum placements will not exceed 20% of total instructional hours, unless otherwise approved within the program structure.
- Work experience components normally occur after successful completion of the academic portion of the program.
- Placements are typically arranged within the Greater Vancouver area unless otherwise approved.

****SELC College arranges placements that meet regulatory and program standards. Students are expected to accept placements that reasonably meet program requirements.**

13.4 Academic Status and Progression

- The work experience component is equivalent to an academic course.
- Successful completion is mandatory for program completion and credential issuance.

- Program Interruption (PI) or authorized leave is not permitted during co-op or practicum unless exceptional circumstances are approved in writing.

****Failure to complete required hours, evaluations, or documentation may result in failure of the work experience component.**

13.5 Placement Preparation

Prior to commencing a placement, students must:

- Successfully complete required preparatory workshops or career readiness components.
- Attend the Work Experience Information Session.
- Submit required documentation, including a valid work permit (for international students, where applicable)
- Sign a Work Experience Agreement with SELC College and the host employer.

****Students may participate in job search activities; however, all placements must be approved and confirmed by SELC College prior to commencement.**

13.6 Co-op/Practicum Monitoring and Reporting

During placement:

- Co-op students must submit monthly reports within seven (7) days of each reporting period.
- Practicum students must submit weekly reports.
- Reports are reviewed and retained in the student file.
- SELC College will conduct site visits or supervisory check-ins as required.

Purpose

To ensure all co-op/practicum hours recorded on official student documents strictly align with approved program hours, enrolment contracts, and PTIRU requirements.

Policy Statement

SELC will report only the approved number of co-op/practicum hours on all official academic records, including transcripts and completion documents.

Approved hours = hours listed in:

Program approval (PTIRU)

Enrolment contract

Program outline

****Any hours completed beyond the approved requirement will not be reflected on official transcripts**

Standard Rule

Scenario	Official Transcript	Internal Record
Student completes exact hours (480)	480 hours	480 hours
Student exceeds hours (e.g., 500)	480 hours only	500 hours (noted)
Student incomplete (e.g., 450)	Not completed / fail	450 hours

Additional Hours (Exceeding Requirement)

If a student completes more than required:

✓ Allowed operationally

✗ Not recognized academically beyond approved hours

✗ Not shown on transcript

Optional Recognition (Non-Official)

May be documented via:

Letter of Recognition

Reference letter from Co-op Coordinator

Compliance Rationale (PTIRU Alignment)

This policy ensures:

Alignment with approved program structure

Accuracy of enrolment contract delivery

Consistency in student records

Readiness for PTIRU audit review

13.7 Completion Requirements

At the conclusion of the placement, students must:

- Submit required final assignments and documentation within one (1) week of placement completion.
- Complete a Student Feedback Evaluation.
- Ensure the Host Supervisor completes a Host Evaluation Report.

****Failure to meet final submission requirements may result in a grade of incomplete or failure and delay credential issuance.**

13.8 Failure, Repetition, and Late Completion

If a student fails or does not complete the work experience component:

- The component must be repeated.
- A retake fee of \$750 may apply.
- Re-scheduling is subject to placement availability.

Late completion of required documentation may result in:

- Administrative handling.
- Re-scheduling delays.

****A late completion fee of \$100, where applicable.**

13.9 Student Responsibilities

Students participating in work experience must:

- Maintain valid study and work authorization (where applicable)
- Provide accurate contact information.
- Attend interviews and scheduled work shifts.
- Conduct themselves professionally and ethically.
- Accept placements in writing.
- Not resign or discontinue placement without prior written approval from SELC College.

****Failure to meet professional expectations may result in removal from the placement and academic consequences.**

13.10 Institutional Authority

SELC College reserves the right to:

- Approve or deny placement sites.
- Reassign placements where necessary.
- Remove a student from a placement due to performance, misconduct, or safety concerns.
- Enforce academic and disciplinary policies in connection with work experience components.

14 PROGRAM POSTPONEMENT (DEFERRAL) POLICY

14.1 Purpose

The Program Postponement (Deferral) Policy outlines the conditions under which a student may request to delay their program start date. Deferrals are granted at the discretion of SELC College and are not automatic.

14.2 Eligibility and Request Process

Students wishing to postpone their program start date must:

- Submit a written deferral request at least 14 calendar days prior to the original program start date.
- Provide a reason for the request.
- Receive written approval from SELC College before the deferral is confirmed.

****Requests submitted fewer than 14 days before the scheduled start date may still be considered but are subject to applicable administrative fees.**

14.3 Deferral Limits and Fees

The following conditions apply:

- First deferral: No administrative fee
- Second and third deferrals: \$100 administrative fee per request (including issuance of a new Letter of Acceptance, where applicable)

- Fourth deferral: Subject to special approval; admission may be cancelled at the discretion of SELC College

****Deferrals beyond the limits outlined above are not guaranteed and may require reapplication.**

14.4 Institutional Authority

SELC College reserves the right to:

- Approve or deny a deferral request based on program capacity, intake availability, and regulatory considerations.
- Limit the number of deferrals granted.
- Require updated documentation where necessary.
- Cancel admission if a student fails to meet deferral conditions.

14.5 Failure to Commence

If a student:

- Fails to begin the program on the approved revised start date; or
- Repeatedly requests postponements without valid justification.

SELC College may cancel the student's enrolment.

Where applicable, SELC College will update the student's status in accordance with institutional, financial aid, and immigration reporting requirements, including reporting obligations to Immigration, Refugees and Citizenship Canada (IRCC).

14.6 Regulatory and Immigration Considerations

International students are responsible for understanding how a deferral may affect their study permit conditions. Students must ensure continued compliance with IRCC requirements and are encouraged to seek advice from IRCC or a licensed immigration professional where necessary.

15 DISTANCE EDUCATION (DE) / ASYNCHRONOUS ENGAGEMENT POLICY

15.1 Purpose

Distance Education (DE) activities form part of the instructional hours of designated programs and contribute to the achievement of course learning outcomes.

DE activities are structured, instructor-assigned learning tasks delivered through the Learning Management System (LMS). These activities are mandatory and form part of the attendance and participation requirements for the course.

15.2 Structure of DE Activities

- DE activities are assigned by the instructor, typically at the end of each instructional week.
- Activities may include applied research, case analysis, industry review, reflection, or other outcome-aligned tasks.
- Instructions, grading criteria (if applicable), and submission deadlines will be provided in the LMS.

15.3 Attendance and Engagement Credit

Each DE activity represents 4 or 5 hours of weekly online instructional engagement, where applicable to the program structure.

Attendance for DE is recorded as follows:

- Complete and satisfactory submission: 4/4 hours credited
- Incomplete, insufficient, or unacceptable submission: 0/4 hours credited

Attendance credit is not prorated.

A submission must demonstrate meaningful engagement with the assigned learning objectives to be considered complete.

15.4 Submission Deadlines

- DE submissions must be uploaded to the LMS no later than 11:59 PM on the day prior to the first scheduled in-class session of the following week, unless otherwise specified by the instructor.
- Deadlines apply even if the following instructional day is a statutory holiday.

Final Week of a Course

- The final DE activity will be released in advance.
- Submission must be completed no later than 11:59 PM on the day of the Final Examination.

- Instructors must finalize DE attendance records no later than the following Monday at 5:00 PM.

15.5 Late or Incomplete Submissions

- Late submissions are not accepted for attendance credit.
- A late submission will result in 0/4 DE attendance hours for that week.
- There is no DE make-up opportunity unless explicitly approved under exceptional circumstances consistent with institutional policy.

****Students are responsible for monitoring submission deadlines and ensuring timely completion.**

5.6 Academic Integrity

All DE submissions must comply with the Academic Integrity Policy.

Work that is copied, improperly cited, or generated without authorization may result in disciplinary action and loss of attendance credit.

15.7 Instructor Responsibilities

Instructors must:

- Clearly communicate DE expectations and deadlines.
- Evaluate submissions for satisfactory engagement.
- Record attendance consistently and accurately in accordance with the Attendance Policy.

16 RESPECTFUL AND FAIR TREATMENT OF STUDENTS POLICY

SELC is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

- You have the right to be treated fairly and respectfully by the institution.
- You have the right to a student enrolment contract that includes the following information:
 - a) amount of tuition and any additional fee for your program
 - b) refund policy

- c) if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- d) whether the program was approved by PTIRU or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

- e) You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.
- f) You have the right to make a claim to the PTIRU 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.**

17 STUDENT CODE OF CONDUCT AND DISMISSAL POLICY

17.1 Purpose

SELC College is committed to maintaining a safe, respectful, and professional learning environment. This policy outlines the behavioural expectations for students and the procedures for addressing misconduct, including dismissal where necessary.

For the purposes of this policy, "student" includes prospective students and individuals currently registered or enrolled in any SELC College program or activity.

17.2 Standards of Conduct

Students are expected to:

- Comply with all institutional policies, including Attendance and Academic Integrity policies.
- Treat fellow students, faculty, staff, and members of the public with dignity and respect.
- Maintain professional behaviour in classrooms, online learning environments, and work placements.
- Refrain from disruptive, discriminatory, harassing, or offensive conduct.
- Complete required academic work honestly and on time.
- Respect institutional property and facilities.
- Refrain from possessing weapons on campus.

- Refrain from bringing or using alcohol or prohibited substances on campus.
- Conduct themselves in a manner that does not endanger the safety or well-being of others.

****This list is not exhaustive. Conduct that is detrimental to the learning environment or institutional integrity may also constitute misconduct.**

17.3 Immediate Dismissal

The following behaviours may result in immediate dismissal without warning, subject to investigation:

- Sexual assault or sexual violence.
- Physical assault or credible threats of violence.
- Serious harassment or intimidation.
- Theft or vandalism.
- Possession of weapons.
- Conduct that poses a significant safety risk to others.

****Where required, such incidents may be reported to appropriate authorities and, where applicable, immigration authorities.**

17.4 Academic or Administrative Grounds for Dismissal

A student may be dismissed following review by the Campus Director (or designate) for reasons including:

- Failure to successfully complete required core courses.
- Repeated failure of a core course (as defined by program requirements).
- Non-payment of tuition after written financial warnings.
- Serious or repeated violations of institutional policy.

17.5 Disciplinary Process

All concerns regarding student misconduct will be reviewed in a fair and timely manner.

Step 1: Notification

Concerns may be reported by staff, students, or members of the public. The Campus Director (or designate) will notify the student of the allegation and provide an opportunity to respond.

Step 2: Review

An investigation will be conducted as necessary. The student may submit information or documentation relevant to the matter.

Step 3: Determination

Following review, one of the following outcomes may be issued:

- No action (allegation not substantiated).
- Written warning.
- Disciplinary probation with conditions.
- Suspension.
- Dismissal from the program.

****The decision will be provided to the student in writing and placed in the student's file.**

17.6 Dismissal Procedures

If dismissal is imposed:

- The student will receive a formal letter of dismissal outlining the reasons and effective date.
- Tuition refund calculations, if applicable, will be processed in accordance with the Refund Policy.
- Outstanding balances remain payable.
- Regulatory reporting requirements will be followed where applicable.

****Refunds, where due, will be issued within the timeframe outlined in the Refund Policy.**

17.7 Record Keeping

All disciplinary decisions are documented in the student's official record in accordance with institutional retention policies.

17.8 Professional Expectations

Students enrolled in career-oriented programs are expected to demonstrate conduct consistent with workplace standards. Failure to meet professional conduct expectations may impact academic standing and eligibility for practicum or co-op components.

18 ANTI BULLYING AND HARASSMENT POLICY

18.1 Purpose

SELC College is committed to maintaining a safe, respectful, and inclusive learning environment in which all individuals are treated with dignity and professionalism. Bullying and harassment of any kind are not tolerated.

This policy applies to all students, faculty, staff, contractors, and visitors engaged in SELC College programs, activities, or events, whether on campus, online, or in work-integrated learning settings.

18.2 Definition

Harassment is any inappropriate conduct, comment, display, action, or gesture by an individual toward another person that the individual knew or reasonably ought to have known would cause humiliation, intimidation, or offense.

Bullying includes repeated or serious conduct that negatively affects an individual's psychological or physical well-being.

Harassment and bullying may occur in person, in writing, electronically (including social media), or through other forms of communication.

18.3 Examples of Prohibited Conduct

Examples include, but are not limited to:

- Verbal aggression, threats, or intimidation.
- Derogatory comments related to race, ethnicity, religion, gender, sexual orientation, disability, age, or other protected characteristics.
- Unwelcome sexual comments or conduct.
- Spreading malicious rumors.
- Cyberbullying.
- Vandalism of personal property.

- Any conduct that creates a hostile or unsafe learning environment.

****This list is not exhaustive.**

18.4 Reporting Concerns

Students who believe they have experienced bullying or harassment are encouraged, where appropriate and safe to do so, to inform the individual that the behaviour is unwelcome and must stop.

If this is not possible or does not resolve the concern, the student should report the matter to:

- An instructor.
- The Admissions Office; or
- The Campus Director (or designate).

Reports may be made verbally or in writing.

18.5 Investigation Process

Upon receiving a complaint, the Campus Director (or designate) will:

1. Acknowledge receipt of the complaint.
2. Review the information provided.
3. Conduct an appropriate and timely investigation.
4. Provide the involved parties an opportunity to respond; and
5. Issue a written determination and any necessary corrective action.

****Interim measures may be implemented where necessary to ensure safety.**

18.6 Confidentiality

Information related to a complaint will be handled confidentially and disclosed only:

- As necessary to investigate and resolve the matter.
- To protect the safety of individuals; or
- As required by law.

****All documentation related to a complaint will be retained in accordance with institutional record-keeping policies.**

18.7 Prohibition Against Retaliation

Retaliation against any individual who reports harassment or participates in an investigation is strictly prohibited and may result in disciplinary action.

18.8 Disciplinary Measures

Where allegations are substantiated, disciplinary action may include:

- Written warning.
- Probation.
- Suspension; or
- Dismissal, depending on the severity of the conduct.

19 STUDENT DISPUTE RESOLUTION & GRADE APPEAL POLICY

19.1 Purpose

SELC College and SELC Language College are committed to providing students with a fair, transparent, and timely process for resolving disputes and appealing final grades.

This policy outlines the internal process students must follow before seeking external review.

19.2 Scope

This policy applies to:

- Currently enrolled students; and
- Former students provided the complaint is submitted within one (1) year of program completion, withdrawal, or dismissal.

****Students will not face retaliation for raising concerns or filing a complaint in good faith.**

19.3 Part A: Student Dispute Resolution Procedure

Step 1: Informal Resolution

Students are encouraged to first raise concerns directly with the instructor or staff member most closely involved in the matter. Many concerns can be resolved at this level.

Step 2: Formal Written Complaint

If the matter remains unresolved, the student must submit a written complaint to:

Campus Director

The written complaint must include:

- A clear description of the concern outlined on the dispute form provide by the College
- Relevant dates and supporting documentation.
- The outcome sought.

Step 3: Investigation and Decision

- The Academic Department (or designate) will review the complaint.
- An investigation will be completed within 15 business days, where reasonably possible.

A written decision will be issued, which may determine that the complaint is:

- Not substantiated.
- Substantiated (in whole or in part); or
- Frivolous or vexatious.

The written decision constitutes the institution's final internal determination.

19.4 Part B: Grade Appeal Procedure

Appeal Eligibility

Only midterm and final examination grades are eligible for appeal.

The following are not appealable:

- Assignment grades.
- Weekly quizzes.
- Other ongoing coursework assessments.

Appeal Process

1. The student must first discuss the grade with the instructor.
2. If unresolved, the student must submit a written grade appeal, using the form provided by the College, to the Campus Director within 5 business days of receiving the grade.
3. The assessment will be re-evaluated by a qualified instructor who was not involved in the original grading.

4. The re-evaluation grade will be final.

- The final grade may be higher, lower, or unchanged following review.

****The Director of Academics' /SEA decision is final and concludes the internal appeal process.**

19.5 External Complaint

Students must complete SELC's internal dispute resolution process before filing an external complaint.

If a student believes they were misled about a significant aspect of an approved program or that the institution has not followed its published policies, they may file a complaint with the:

Private Training Institutions Regulatory Unit (PTIRU)

Information about filing a complaint is available at:

www.privatetraininginstitutions.gov.bc.ca

19.6 Record Keeping

All complaints and appeal decisions will be documented and retained in accordance with institutional record-keeping requirements.

20 ADMINISTRATIVE FEE SCHEDULE

All fees listed below are administrative or service-based fees and are separate from tuition unless otherwise stated. Fees are subject to change with prior notice and are governed by the Student Enrolment Contract and institutional policies.

Academic Administrative Fees

Service	Fee	Description
Schedule Change	\$50	Change between day and evening schedule (subject to availability).
Program Changes (Upgrade/Downgrade)	\$100	Transfer between programs within the same faculty.
Payment Plan Administration	\$100	Applicable to approved payment plans (9-month, 1-year, or 2-year programs). Non-refundable.
Program Interruption (Non-Documented)	\$500	Administrative fee where interruption is not supported by valid medical or documented personal reasons.

Service	Fee	Description
Program Interruption (Documented)	\$350	Administrative fee where interruption is supported by valid medical or personal reasons.
Late Payment Fee	\$50	Charged per late payment installment.
Re-enrollment Fee	\$350	Applicable following withdrawal, dismissal, dispute resolution outcome, or incomplete status.
Course Retake	\$750	Required for repeating a module due to academic or attendance failure.
Registration/Cancellation Fee	\$350	Non-refundable administrative fee.
Postponement (Deferral) Fee	\$100	Applicable per additional Letter of Acceptance issued after the first deferral.
Co-op Reporting Delay	\$100	Charged when required co-op reporting is more than four (4) weeks late.
Co-op Final Report Delay	\$100	Charged when final co-op documentation is more than four (4) weeks late.
Late Co-op Document Submission	\$100	Administrative fee for late submission of required co-op documents.

Official Document Fees

Document	Fee	Processing Time
Official Transcript	\$25	7-10 business days
Confirmation of Enrollment Letter	\$25	4 business days
Rush Document Processing	\$50	1-3 business days
Replacement Credential	\$50	7-10 business days

Examinations & External Certifications

Examination / Certification	Fee	Notes
Emergency First Aid (CPR/AED Level)	\$135	Certification course
Standard First Aid (CPR/AED Level)	\$195	Certification course
Food Safe	\$85	First attempt may be included in select programs

Examination / Certification	Fee	Notes
Serving It Right	\$45	First attempt may be included in select programs
WHMIS	\$15	First attempt may be included in select programs
Non-Violent Crisis Intervention	\$700	Includes textbook; minimum 15 students required for onsite delivery
Asbestos Awareness	\$50	May be included in select programs
Fall Arrest / Work at Heights	\$80	May be included in select programs
TOEIC Examination	\$150	Offered approximately every 8 weeks
Exam Rewrite or Reschedule	\$150	Applicable to midterm or final examination rewrite/rescheduling

Important Notes

- Fees must be paid prior to service delivery.
- Some certifications may be included in specific programs; students should refer to their program outline.
- Fees are non-refundable unless otherwise specified in the Student Enrolment Contract or Refund Policy.
- Failure to pay required administrative fees may result in delayed services, withheld documentation, or inability to proceed in the program.

21 PRIVACY POLICY

21.1 Purpose

SELC College is committed to protecting the privacy, confidentiality, and security of personal information collected from students and graduates. Personal information is collected, used, retained, and disclosed in accordance with applicable legislation and regulatory requirements in British Columbia.

21.2 Collection and Use of Personal Information

SELC College collects personal information for the following purposes:

- To administer admissions, enrolment, and academic records.

- To meet regulatory record-keeping requirements, including those of the Private Training Institutions Regulatory Unit (PTIRU)
- To meet accreditation or reporting obligations, where applicable.
- To issue tax documentation, including T2202A forms in accordance with the Canada Revenue Agency (CRA)
- To communicate with students and graduates regarding academic, administrative, or institutional matters.

****Personal information is not used for purposes unrelated to institutional operations unless consent is provided or disclosure is required by law.**

21.3 Record Retention

Student records are retained in accordance with regulatory requirements:

- Class A programs: Full student files are retained for eight (8) years following withdrawal, dismissal, or graduation.
- Class B and Class C programs: Full student files are retained for three (3) years following withdrawal, dismissal, or graduation.

After the applicable retention period, records are securely destroyed.

Record storage at the institution

Student records kept electronically must be:

- In a format that provides for copies of the student record to be made
- Backed up at least once a month
- Stored in a secure manner
- In a format that is not created using proprietary software
- Accessible, on request, by the registrar

Paper records must be stored securely in a location that is accessible, on request, by the registrar.

Archiving student records

Institutions offering Class A programs, other than programs that lead to employment in a career occupation regulated by Transport Canada, the federal regulator, must archive student records with PTIRU within 60 days of:

- The end date of the student enrolment contract, or
- The date the institution receives a notice of withdrawal, or
- The date the institution delivers to the student a notice of dismissal.

Institutions must submit archived student records to PTIRU via the PTIRU Portal.

In addition, copies of enrolment contracts, transcripts, and credentials (where applicable) are securely archived with an approved third-party records management vendor and retained for twenty-five (25) years for verification and transcript purposes.

21.4 Student Access to Records

Students may request access to their personal information by submitting a written request to the institution.

- Access will be provided within a reasonable timeframe.
- Copies of requested documents may be provided subject to applicable administrative fees as outlined in the Administrative Fee Schedule.

****The institution may require identity verification prior to releasing records.**

21.5 Authorization for Release of Information

SELCE College will not release personal information to third parties without written authorization from the student, except:

- Where disclosure is required by law.
- In response to a subpoena or court order.
- Where necessary for regulatory compliance.
- Where disclosure is required to protect health or safety.

****Written consent must clearly specify the information to be released and the authorized recipient.**

21.6 Official Document Requests

Official documents (e.g., transcripts, graduation certificates, confirmation of enrollment letters) may be requested through:

- The Front Desk; or
- Email: info@selcedu.com

Processing times are normally up to two (2) weeks. Expedited service may be available subject to administrative fees.

Each graduate is entitled to one (1) original transcript and one (1) graduation certificate upon successful completion of their program.

Replacement documents are subject to applicable administrative fees.

Graduation credentials will only be issued to students who have fully satisfied academic and financial obligations. Students who have not successfully completed their program, including those dismissed from the institution, are not eligible to receive a credential.

21.7 Security Safeguards

SELC College implements reasonable administrative, technical, and physical safeguards to protect personal information against unauthorized access, use, disclosure, or destruction.

30 INCLUSION AND ACCESSIBILITY POLICY

30.1 Purpose

SELC College is committed to fostering an inclusive, respectful, and accessible learning environment. The institution supports equal educational opportunity for all students and is committed to identifying and reducing barriers that may limit participation in academic and campus life.

This policy applies to all students, faculty, staff, and institutional activities.

30.2 Legislative Framework

This policy is guided by applicable British Columbia legislation, including:

- The Human Rights Code, which prohibits discrimination on protected grounds including physical disability, mental disability, gender identity or expression, race, religion, and other protected characteristics.
- The Accessible British Columbia Act, which promotes accessibility and inclusion across the province.
- Applicable occupational health and safety and privacy legislation.

30.3 Commitment to Inclusion

SELC College is committed to:

- Providing equal access to educational programs and services.
- Promoting diversity, equity, and inclusion within the institutional community.
- Addressing physical, systemic, technological, and attitudinal barriers.
- Providing reasonable academic accommodations for students with documented disabilities or accessibility needs.

****The institution recognizes that inclusion extends beyond disability and includes cultural, linguistic, religious, gender, and socioeconomic diversity.**

30.4 Duty to Accommodate

SELC College will provide reasonable accommodations to students who require support due to disability or other protected grounds, up to the point of undue hardship as defined by law.

Accommodations may include, but are not limited to:

- Modified instructional methods.
- Extended time for examinations.
- Alternative assessment formats.
- Assistive technology.
- Adjusted classroom seating or access arrangements.

Accommodations will not:

- Lower academic standards.
- Alter essential program learning outcomes.
- Compromise safety or regulatory requirements.

30.5 Student Responsibilities

Students requesting accommodation must:

- Submit a written request to the Admissions Department.
- Provide appropriate supporting documentation where required.
- Participate in the accommodation planning process in good faith.
- Notify the institution of any changes to their needs.

Accommodation requests should be made as early as possible to allow for reasonable planning.

30.6 Confidentiality

All personal and medical information provided in support of an accommodation request will be handled confidentially and in accordance with the institution's Privacy Policy.

Information will only be shared on a need-to-know basis for the purpose of implementing accommodations.

30.7 Accessibility of Facilities and Technology

SELC College will make reasonable efforts to:

- Maintain accessible learning spaces.
- Ensure digital platforms and learning management systems are reasonably accessible.
- Address identified accessibility barriers in a timely manner.

30.8 Complaint Process

Students who believe they have experienced discrimination or barriers to inclusion may file a complaint through the institution's Dispute Resolution process.

Nothing in this policy limits a student's right to pursue remedies under the Human Rights Code through the appropriate external tribunal.

30.9 Policy Review

This policy will be reviewed periodically to ensure continued compliance with provincial legislation and evolving accessibility standards.

40 HEALTH, SAFETY & EMERGENCY PREPAREDNESS POLICY

40.1 Purpose

SELC College is committed to providing a safe and healthy learning environment for all students, staff, and visitors. The institution maintains emergency preparedness and health and safety practices consistent with applicable provincial legislation, public health directives, and emergency management standards in British Columbia.

This policy applies to:

- All SELC College and SELC Language College campuses.

- All students and employees.
- All instructional, administrative, and campus-related activities.

****Operational emergency procedures are maintained internally and may be updated as required.**

40.2 Emergency Preparedness

SELC College maintains emergency response procedures for situations that may disrupt campus operations or pose risks to health and safety, including but not limited to:

- Fire or evacuation
- Earthquake
- Severe weather or extreme heat
- Gas leaks or hazardous materials
- Power outages
- Medical or mental health emergencies
- Security threats or violent incidents
- Lockdown or hold-and-secure situations
- Bomb threats
- Protests or demonstrations
- Public health emergencies

Emergency situations may result in temporary campus closure, restricted access, suspension of classes, relocation, or transition to alternative delivery methods.

40.3 Student Responsibilities During Emergencies

In the event of an emergency, students must:

- Follow all instructions issued by College staff or emergency responders.
- Evacuate, shelter, or remain in place as directed.
- Refrain from re-entering restricted areas until authorized.
- Act in a manner that does not endanger themselves or others.

****Failure to comply with safety instructions may result in disciplinary action under institutional policies.**

40.4 Fire and Earthquake Procedures

Emergency exit routes and evacuation information are posted at each campus.

- In the event of a fire alarm or evacuation order, students must immediately exit the building and proceed to the designated assembly area.
- In the event of an earthquake, students should take immediate protective action and follow evacuation instructions once it is safe to do so.

Re-entry will only occur once authorized by college officials or emergency responders.

40.5 Environmental and Utility Disruptions

Severe Weather and Extreme Heat

The College may modify operations during unsafe weather conditions, which may include:

- Campus closure.
- Suspension of in-person classes.
- Temporary transition to remote delivery where feasible.

Gas Leaks and Power Outages

If unsafe conditions arise:

- Students may be required to evacuate.
- Access to facilities may be temporarily restricted until safety is confirmed.

40.6 Medical and Mental Health Emergencies

In situations involving medical or mental health emergencies:

- Emergency services may be contacted.
- Students may be supported in a private and safe environment.
- The College does not provide medical treatment services and relies on external emergency responders where necessary.

40.7 Security Incidents

Where a threat to safety is identified, the College may implement measures including:

- Evacuation.
- Lockdown.
- Hold-and-secure.
- Coordination with law enforcement or emergency services.

****Students must comply immediately with all safety directives.**

40.8 Lockdown and Hold-and-Secure

- Lockdown: Implemented when a threat is believed to be inside the campus.
- Hold-and-secure: Implemented when a threat exists outside the campus or in the surrounding area.

During these procedures, students may be required to remain in designated areas and limit movement until further notice.

40.9 Public Health Emergencies

During declared public health events, SELC College will comply with directives issued by public health authorities. Measures may include:

- Campus closure or restricted access.
- Transition to remote instruction.
- Capacity limits.
- Enhanced sanitation protocols.
- Restrictions on campus access for individuals who are unwell.

Students are required to follow all health and safety measures implemented by the College.

40.10 Regulatory Disclosure

This policy is provided in accordance with the expectations for private post-secondary institutions in British Columbia. It is intended to inform students of general emergency preparedness and health and safety practices. Detailed operational procedures are maintained internally and may be revised as required.

50 SEXUAL MISCONDUCT POLICY

50.1 Purpose

SELC College is committed to the prevention of and appropriate response to sexual misconduct. The College maintains a learning and working environment where all individuals are treated with dignity, respect, and safety.

This policy applies to all students, faculty, staff, contractors, and visitors participating in SELC College programs or activities, whether on campus, online, or in work-integrated learning settings.

50.2 Definition of Sexual Misconduct

Sexual misconduct includes any non-consensual sexual act or behaviour and encompasses a spectrum of conduct, including but not limited to:

- Sexual assault
- Sexual exploitation
- Sexual harassment
- Stalking
- Indecent exposure
- Voyeurism
- Distribution of intimate images without consent
- Attempts or threats to commit any of the above acts

****Consent must be voluntary, ongoing, and informed. Silence or absence of resistance does not constitute consent.**

50.3 Complaint vs. Report

A Complaint is a disclosure of sexual misconduct made to the institution for the purpose of receiving support, information, or accommodation. A Complaint does not automatically initiate a formal investigation.

A Report is a formal notification requesting that the institution act, which may include initiating an investigation.

An individual may make a Complaint without filing a Report.

50.4 How to Make a Complaint or Report

Students who wish to make a Complaint or Report may contact:

Cynthia Horton
Campus Director

SELC College

cynthia.h@selcedu.com

A Complaint or Report may also be made to any instructor or member of the SELC community, who must promptly refer the matter to the Campus Director (or designate).

50.5 Institutional Response

Upon receiving a Complaint or Report, the Campus Director (or designate) will:

1. Acknowledge receipt within one (1) business day.
2. Provide information about available supports and resolution options.
3. Assess whether interim measures are required to ensure safety.
4. Determine whether a formal investigation will proceed.

Where a Report is made, the Campus Director will initiate an investigation conducted in accordance with principles of procedural fairness.

50.6 Confidentiality

SELC College will respect the confidentiality of all parties to the extent possible.

Information will only be disclosed:

- To investigate and resolve the matter.
- To protect the safety of individuals.
- Where required by law; or
- To ensure procedural fairness.

In exceptional circumstances, including risk of significant harm, the institution may notify appropriate authorities.

50.7 External Reporting

Individuals have the right to pursue external options, including:

- Reporting to police.

- Filing a complaint under the British Columbia Human Rights Code.
- Initiating civil proceedings.

These processes are independent of the College's internal process.

50.8 Non-Retaliation

Retaliation against any individual who makes a Complaint, files a Report, or participates in an investigation is strictly prohibited and may result in disciplinary action.

50.9 Outcomes and Sanctions

Where allegations are substantiated, disciplinary action may include:

- Written warning.
- Probation.
- Suspension.
- Dismissal; or
- Other appropriate corrective measures.

All decisions will be provided in writing.

50.10 Regulatory Compliance

SELC College is certified by the Private Training Institutions Regulatory Unit (PTIRU) and maintains this Sexual Misconduct Policy in accordance with regulatory requirements applicable to private post-secondary institutions in British Columbia.

For more information regarding PTIRU, visit:

www.privatelearninginstitutions.gov.bc.ca

60 PRIOR LEARNING ASSESSMENT POLICY

Prior learning assessment (fee of \$250-before program starts-non-refundable) is a process to determine if prior education or experience is equivalent to part of a program. Institutions that have such a process must ensure it is applied consistently to all students.

Prior learning must not be assessed as equivalent to more than 50% of the hours of instruction of a program unless:

- It is related to a program leading to an occupation that is regulated and the regulator provides that prior learning may be assessed as equivalent to more than 50% of the hours of instruction, or Private Training Act Policy Manual
- If an institution ceases to hold a certificate before a student can complete their approved program and another institution is appointed by the registrar to provide a comparable program.

70 PROGRAM ADVISORY COMMITTEE POLICY

Designated/interim designated institutions must establish PACs to ensure Class A programs reflect current practice in the relevant career occupation(s). These PACs, which can be established for a single program or a group of programs, must consist of individuals who:

- Have experience working in relevant career occupations, and
- Are not related to the institution. This means the institution cannot directly or indirectly control or influence the person, and the person cannot control or influence the institution. Each PAC must also include an institution staff member who serves as secretary.

PACs must meet on a regular basis – at least once every two years – and the institution must keep written records of PAC meetings for at least four years.

APPENDICES

STANDARD OPERATING PROCEDURES

ASSESSMENT & EVALUATION STANDARD OPERATING PROCEDURES

Effective: April 2026

Approved by: Director of Academics/SEA

Authority: Jody Konarski

1. PURPOSE

This SOP establishes standardized, transparent, and fair assessment and evaluation practices at SELC College. It ensures that all student assessments:

- Align with approved learning outcomes
 - Meet academic integrity standards
 - Are applied consistently across programs
 - Comply with PTIRU and external regulatory requirements
-

2. SCOPE

This SOP applies to:

- All instructors
 - All programs
 - All delivery modes (in-person, blended, distance education)
 - All graded and summative assessments
-

3. GOVERNANCE & AUTHORITY

3.1 Instructors must follow the approved course outline provided to them.

3.2 Any changes to:

- Learning outcomes

- Assessment weighting
- Exam structure

must be approved by the Director of Academics.

3.3 The Director of Academics for SELC College is Jody Konarski.

4. GRADING SCHEMES & FLEXIBILITY

4.1 The approved grading scheme must be followed.

4.2 Grading schemes may be adapted for condensed or accelerated courses, provided:

- Learning outcomes are fully met
- Assessment integrity is maintained
- Total instructional requirements are satisfied

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

5. MANDATORY RUBRIC REQUIREMENT (PTIRU-CRITICAL)

5.1 All summative assessments must have a grading rubric.

5.2 Rubrics must be:

- Provided to students in advance
- Used to justify awarded grades
- Retained as evidence during audits

5.3 Any assessment contributing to a final grade without a rubric is non-compliant.

6. STANDARDIZED RUBRICS (WITH POINT VALUES)

Instructors may contextualize content, but criteria, totals, and structure may not be altered.

Midterm Case Study Rubric – Criteria Descriptions

1. Understanding of Case Issues

This criterion assesses how well you understand the case scenario. You should accurately identify the key issues, challenges, and relevant details presented in the case. Strong responses clearly demonstrate that you understand what is happening, why it matters, and which issues are most important.

2. Application of Course Concepts

This criterion evaluates your ability to apply relevant theories, concepts, frameworks, or terminology from the course to the case. High-quality responses clearly connect course material to the situation and demonstrate how academic knowledge informs real-world decision-making.

3. Analysis & Reasoning

This criterion measures the depth and quality of your thinking. You are expected to analyze the situation logically, explain your reasoning, and justify your conclusions. Strong responses go beyond description by explaining how and why conclusions are reached.

4. Evidence & Support

This criterion assesses how well you support your analysis using appropriate evidence. This may include references to course materials, case details, examples, data, or regulations where applicable. Strong responses use evidence to support conclusions rather than relying on personal opinion alone.

5. Clarity & Professional Writing

This criterion evaluates the quality of your written communication. Your work should be well-organized, clearly written, and professional in tone. This includes proper grammar, spelling, sentence structure, and logical organization that makes your response easy to follow. Students do not have to follow APA citations.

Student Reminder

Your work will be evaluated using this rubric to ensure fairness and transparency. The rubric explains how your grade is determined and what is expected for each component of the case study.

Assessment Criteria – Explanations for Students

1. Alignment with Learning Outcomes

This criterion assesses how well your work meets the stated learning outcomes of the course. Your submission should clearly demonstrate the knowledge and skills the course is designed to develop. Strong work directly addresses the assignment requirements and shows achievement of the course objectives.

2. Content Accuracy & Depth

This criterion evaluates the correctness and completeness of the information presented. Your work should be factually accurate and sufficiently detailed. High-quality submissions go beyond surface-level discussion by explaining concepts clearly and thoroughly.

3. Critical Thinking & Problem Solving

This criterion measures your ability to analyze information, evaluate options, and develop well-reasoned conclusions or solutions. Strong work demonstrates logical thinking, thoughtful analysis, and the ability to apply knowledge to solve problems or address challenges.

4. Organization & Presentation

This criterion assesses how clearly and professionally your work is structured and presented. Your ideas should be logically organized, easy to follow, and presented in a professional manner. This includes clear headings, coherent flow, and effective formatting where appropriate.

5. Academic Integrity & Originality

This criterion evaluates whether your work is your own and follows academic integrity standards. All sources must be properly acknowledged, and the work must not include plagiarism or unauthorized use of AI tools. Original thinking and ethical academic practices are expected.

PTIRU Compliance Crosswalk Table

(Assessment & Evaluation Alignment)

PTIRU Evaluation Focus Area	PTIRU Expectation	SEL Policy / Evidence	Manual Reference
Assessment Transparency	Students understand how grades are determined	Mandatory rubrics for all summative assessments; rubrics shared in advance	Sections 5, 6, 11
Learning Outcome Alignment	Assessments measure stated learning outcomes	All rubrics aligned to course learning outcomes; course outlines must be followed	Sections 3, 4, 6
Consistency Across Programs	Institution-wide standards applied	Standardized final exam conditions and rubric requirements	Sections 5, 8
Instructor Authority & Oversight	Clear academic governance	Senior Education Administrator approval required for changes	Section 3
Fair & Equitable Assessment	Consistent grading practices	Standardized rubrics with point values; automated grading where applicable	Sections 6, 7
Academic Integrity Controls	Prevention of misconduct	No AI, no electronic translators, controlled exam conditions	Sections 8, 9
Distance Education Assessment	DE equivalency and attendance tracking	DE activities assessed via rubric and awarded attendance	Section 6.6, 10
Documentation for Audit	Evidence retained	Rubrics, course outlines, grading records retained for review	Sections 5, 12
Continuous Improvement	Regular policy review	Annual review cycle of assessment practices	Section 12

PTIRU Outcome: Demonstrates systematic, institution-wide assessment governance and compliance.

Instructor Rubric Toolkit (Standardized Templates)

(To be distributed to instructors for use beginning 2026)

A. Universal Rubric Instructions (Instructor-Facing)

- Rubrics **must be attached** to every summative assessment
- Rubrics **must not be altered structurally**
- Contextual examples may be adapted
- Rubrics must be uploaded to Moodle or distributed in class **before submission**

B. Standard Rubric Templates

Sample Assignment / Written Assessment Rubric (100 Points)

Criteria	Excellent	Competent	Developing	Inadequate	Points
Alignment with Task	Fully addresses task	Mostly addresses	Partially addresses	Does not address	/25
Content Accuracy	Accurate and thorough	Mostly accurate	Some errors	Inaccurate	/25
Critical Thinking	Strong analysis	Adequate analysis	Limited analysis	No analysis	/20
Organization & Clarity	Clear and professional	Mostly clear	Some issues	Unclear	/15
Academic Integrity	Fully original	Minor issues	Citation gaps	Integrity breach	/15
TOTAL					/100

PTIRU Audit Response

SEL College maintains a comprehensive, institution-wide **Assessment and Evaluation Manual**, effective March 2026, which governs all summative and formative assessment practices across programs and delivery modes.

All assessments are aligned with approved course learning outcomes and are evaluated using **mandatory grading rubrics**. Rubrics are provided to students in advance and include clearly defined criteria and point values to ensure transparency, consistency, and fairness.

Final examinations are subject to standardized institutional conditions, including closed-book requirements, restrictions on electronic tools, and strict academic integrity controls. Exceptions are permitted only where authorized by an external regulatory body or where the final assessment is a project rather than an examination.

Distance Education activities are assessed using a standardized rubric and are treated as attendance-equivalent, ensuring equitable evaluation between in-person and distance learners.

Academic oversight is exercised by the Director of Academics/SEA, who approves all course outlines and any substantive changes to assessment structure or grading schemes. This governance framework ensures consistency, regulatory compliance, and continuous quality improvement in alignment with PTIRU expectations.

Admissions Department Access & Appointment Policy

Implementation Date: Immediate-April 2026

Purpose

To establish clear, professional boundaries for access to admissions and academic staff, ensuring timely, respectful, and effective student support while protecting employee-only workspaces.

Employees-Only Areas

Students are not permitted to enter employee-only areas without a scheduled appointment. No line-ups outside staff offices are permitted. Signage stating 'Employees Only Past This Point' will be enforced.

Admissions Department Access

Students must book appointments through the Front Desk. If issue is time sensitive, it will be dealt with accordingly.

Front Desk Triage Process

All student concerns must be initiated through the Front Desk. The Admissions Department concerns will be scheduled accordingly. Academic concerns will be referred to the instructor as a first point of contact. If issue is unresolved, students book an appointment with the Campus Director.

Student Communication

Clear signage will be posted in the front area outlining when to contact the Admissions Department, when to contact the Campus Director, and how to book appointments.

Rationale

This policy allows staff to focus on core responsibilities, protects private workspaces, and ensures academic issues are addressed efficiently and appropriately.

Implementation

This policy is effective immediately and applies to all students, staff, and instructors.

Student Records Management & Retention Policy

Policy Statement

SELC College maintains accurate, secure, and accessible student records in accordance with the **Private Training Institutions Regulatory Unit (PTIRU)** requirements and the **Personal Information Protection Act (PIPA)** of British Columbia.

Scope

This policy applies to all student academic, financial, and administrative records created or maintained by SELC College.

Policy Requirements

1. Records Maintained

The institution maintains, at minimum, the following records:

- Student enrolment contracts
- Admission documentation
- Attendance records
- Assessment and grade records
- Transcripts
- Financial records (tuition payments, refunds)
- Practicum/co-op evaluations (if applicable)
- Academic integrity and disciplinary records

2. Record Storage

- Records are maintained in secure digital systems (e.g., LMS and Student Information System)
- Access is restricted to authorized personnel only
- Physical records, where applicable, are stored in locked, secure locations

3. Retention Period

- Student records are retained for a minimum of **8 years** from the student's last date of attendance, or longer if required by regulation
- Transcripts are maintained permanently

4. Access & Confidentiality

- Student records are confidential and protected under PIPA
- Students may request access to their records in writing
- Records will not be released to third parties without written student consent unless required by law

5. Record Accuracy

- SELC College ensures all records are accurate, complete, and up to date
- Errors identified will be corrected promptly with proper documentation

Assessment & Evaluation Policy

Policy Statement

All student learning is assessed using fair, valid, and reliable evaluation methods aligned with approved program learning outcomes and PTIRU requirements.

Policy Requirements

1. Evaluation Methods

Assessment methods may include:

- Quizzes and examinations
- Assignments and case studies
- Practical assessments
- Participation and engagement activities
- Projects and presentations

2. Weighting & Transparency

- Each course includes a clearly defined grading structure
- Students are informed of all assessment components and weightings at course start
- Assessment methods align with the approved course outline

3. Passing Requirements

- Students must achieve the minimum passing grade as outlined in the course syllabus
- Additional requirements (e.g., attendance thresholds) must also be met

4. Academic Integrity

- All assessments are subject to the Academic Integrity Policy
- Violations may result in grade penalties, course failure, or dismissal

5. Timely Feedback

- Instructors provide timely and constructive feedback on assessments
- Final grades are submitted within institutional timelines

Instructor Qualifications & Approval Policy

Policy Statement

SEL College ensures that all instructors are qualified by education and/or experience to deliver assigned courses and meet regulatory expectations.

Policy Requirements

1. Minimum Qualifications

Instructors must demonstrate:

- Relevant academic credentials (minimum diploma/degree in related field, where applicable)
- Industry experience aligned with subject matter
- Instructional or teaching experience preferred

2. Approval Process

- All instructors are reviewed and approved by Academic Leadership prior to assignment
- Credentials and experience are verified and documented

3. Ongoing Monitoring

Instructor performance is evaluated through:

- Student feedback
- Academic reviews
- Course outcomes

4. Professional Conduct

- Instructors must adhere to institutional policies and professional standards

Participation in professional development is strongly encouraged.

Program Delivery Policy (Modes of Delivery)

Policy Statement

SELC College delivers programs through clearly defined modes of instruction, ensuring consistency, quality, and alignment with approved program structures.

Modes of Delivery

1. In-Person Delivery

- Instruction occurs on campus with scheduled class times
- Attendance is tracked and required

2. Synchronous Online Delivery

- Instruction occurs in real-time via virtual platforms
- Students are required to attend scheduled sessions

3. Asynchronous (Distance Education) Delivery

- Instruction is delivered through structured, self-paced learning activities
- Not based on recorded lectures alone
- Includes:
 - Curated learning materials
 - Structured assignments
 - Instructor-supported engagement

Policy Requirements

- Mode of delivery is clearly communicated to students prior to enrolment
- Evaluation methods align with the delivery model
- Student support is provided across all delivery forms

Grounds for Dismissal:

- Academic misconduct
- Failure to meet academic progression requirements
- Violation of Code of Conduct

FITNESS TO STUDY POLICY (PTIRU-ALIGNED)

Fitness to Study Policy

1. Purpose

The purpose of this policy is to ensure that all students enrolled at SELC College can participate in their program of study in a manner that is safe, stable, and conducive to learning, while also maintaining the well-being and safety of the broader student community.

2. Scope

This policy applies to all students enrolled in any program at SELC College, including in-person, hybrid, and asynchronous delivery formats.

3. Definition – Fitness to Study

A student is considered “fit to study” when they can:

Engage in academic activities safely and appropriately

Participate in classroom or learning environments without causing distress or disruption

Interact respectfully with peers, instructors, and staff

Manage personal well-being in a manner that does not negatively impact the learning environment

4. Triggers for Review

A Fitness to Study review may be initiated when:

A student demonstrates behavior that raises concerns about safety or well-being

There are repeated reports of distress, conflict, or disruptive interactions

A student’s ability to engage in learning is significantly impacted

There are credible concerns raised by staff, instructors, or other students

5. Assessment Process

When a concern is identified:

The student will be notified in writing

A meeting will be scheduled with Academic Administration

The student may be required to provide documentation from a qualified healthcare professional

Interim measures may be implemented (e.g., restricted participation, modified schedule, temporary pause)

6. Documentation Requirements

Where required, documentation must:

Be completed by a licensed healthcare professional

Confirm the student's ability to participate in their program

Identify any recommended accommodations or supports (if applicable)

7. Outcomes

Following review, SELC may:

Allow continuation of studies without conditions

Allow continuation with conditions (e.g., support plan, monitoring)

Recommend temporary withdrawal

Implement disciplinary action if policy violations are confirmed

8. Failure to Comply

Failure to provide required documentation or comply with conditions may result in:

Suspension

Administrative withdrawal

Dismissal from the program

9. Confidentiality

All information collected under this policy will be handled in accordance with privacy legislation and institutional confidentiality standards.

10. Related Policies

Student Code of Conduct

Academic Progression Policy

Student Dispute Resolution Policy

FITNESS TO STUDY – MEDICAL ASSESSMENT FORM

SELC COLLEGE

Fitness to Study Medical Assessment Form

SECTION 1: STUDENT INFORMATION (To be completed by student)

- **Student Name:** _____
 - **Student ID:** _____
 - **Program:** _____
 - **Date of Birth:** _____
-

SECTION 2: CONSENT (Required)

I, _____ (student name), authorize the healthcare professional named below to complete this form for the purpose of assessing my ability to participate in my academic program at SELC College.

I understand that:

- This form does **not require disclosure of my diagnosis**
- Only information related to my **functional ability to study** is required
- This information will be used solely for academic and safety considerations

Student Signature: _____

Date: _____

SECTION 3: HEALTHCARE PROFESSIONAL INFORMATION

- **Name:** _____
 - **Profession (e.g., MD, Psychologist, Nurse Practitioner):** _____
 - **License Number:** _____
 - **Clinic Name:** _____
 - **Contact Information:** _____
-

SECTION 4: ASSESSMENT OF FITNESS TO STUDY

Please complete the following based on your professional assessment.

A. General Determination

Based on your assessment, is the student currently able to participate in an **in-person academic environment**?

- ☐ Yes – Fit to Study without restrictions
☐ Yes – Fit to Study with recommendations (please complete Section B)
☐ No – Not currently fit to study (please complete Section C)

B. Functional Capacity (if applicable)

Please indicate the student's current ability to:

Area	Able	Some Limitations	Not Able
Attend scheduled classes regularly	☐	☐	☐
Engage appropriately with peers	☐	☐	☐
Follow instructions from instructors/staff	☐	☐	☐
Participate without causing disruption or distress	☐	☐	☐
Manage stress within a classroom environment	☐	☐	☐

C. If NOT currently fit to study

- Is this expected to be temporary?
☐ Yes ☐ No
- Recommended duration before reassessment: _____

D. Recommendations / Accommodations (if applicable)

Please indicate any recommendations that may support the student's participation:

- ☐ Reduced course load
- ☐ Temporary leave recommended
- ☐ Structured routine/support
- ☐ Access to counseling services
- ☐ Other (please specify):

E. Safety Considerations

Based on your assessment:

Is the student able to participate in a learning environment **without risk of harm or significant disruption to themselves or others?**

- ☐ Yes
- ☐ No
- ☐ Unable to determine

SECTION 5: PROFESSIONAL DECLARATION

I confirm that:

- I am a licensed healthcare professional
- I have assessed the student within my scope of practice
- This assessment reflects my professional opinion based on available information

Signature: _____

Date: _____



SEL COLLEGE DISABILITY VERIFICATION FORM

This applicant is requesting disability-related support and accommodation while studying at SELC College. Information on this form will be used to support the students' request for accommodation.

Provision of all reasonable accommodations and services is assessed based on the current impact of the disability on academic performance. The student is required to provide documentation that is:

- Provided by a licensed health care professional, qualified in the appropriate specialty (a licensed psychologist, psychiatrist, or a family physician who has in depth knowledge of student's condition.
- Thorough enough to support the accommodations being considered or requested

***NOTE: a diagnosis alone does not automatically mean that disability-related accommodation is required.**

**The following pages are to be completed by a
qualified/regulated health care practitioner or physician.**

Please answer all questions. Please print clearly.

Student/Applicant Information

Last Name	First Name	Date of Birth (MM/DD/YYYY)
Date the student/applicant was first seen by you:		
Date of onset of permanent disability, if applicable:		

Permanence of Disability

☐ This disability is permanent with ongoing symptoms that will restrict the ability to perform the daily activities necessary to fully participate in post-secondary studies and the permanent disability is expected to remain for their lifetime

- Continuous

- Episodic

☐ The disability is temporary. Indicate the estimated recovery date (MM/DD/YYYY)

- Continuous

- Episodic

- Prolonged or persistent (expected to last for at least 12 months, but not a lifetime)

☐ The student is being monitored to determine a diagnosis. Interim academic accommodations to be provided until: (MM/DD/YYYY)

(*UPDATED documentation will be required after this date)

Type of Disability

DSM Diagnosis: _____

☐ **ADHD: Cognitive Impairment:** _____

☐ **Autism Spectrum: Cognitive & Social Impairment:**

☐ **Hearing (MUST provide a copy of most recent audiology report). Please indicate level of hearing loss in each ear:**

None-Mild Moderate Severe Profound

☐ **Uses aided hearing**

☐ **Would benefit from amplification devices in an educational/vocational setting**

☐ **Even with aided hearing, the hearing loss interferes with learning, working, and/or activities of daily living**

☐ **Mobility/Agility Impairment (e.g., spinal cord injury, spina bifida, arthritis, soft issue injury):**

☐ **Psychiatric or Psychological**

DSM Diagnosis:

Functional/Academic Impairments:

☐ **Visual (MUST provide a copy of most recent visual acuity report)**

- ☐ A visual acuity of 6/21 (20/70) or less in the better eye after correction
- ☐ A visual field of 20 degrees or less
- ☐ Any progressive eye disease with a prognosis of becoming one of the above in the next two years
- ☐ An uncorrectable vision problem or reduced visual stamina such that the applicant functions throughout the day as if the visual acuity is limited to 6/21 or less

☐ **Other Permanent Disability / Chronic Health Impairment (specify):**

☐ **Learning Disability**

- ☐ Qualifications of Assessor: I am a registered psychologist/psychologist associate with an expertise in diagnosing learning disabilities.
- ☐ Documentation: The assessment was completed on (MM/DD/YYYY): _____. Assessment must be less than 3 years old or completed at age 18 or older and less than 5 years old.
- ☐ Diagnosis: The learning disability assessment clearly states a diagnosis of a learning disability meeting the Diagnosis and Statistical Manual for Mental Illness (DSM), and describes the level of severity and the manner in which the disability significantly interferes with academic functioning (e.g. reading, writing, note taking, memorizing, test taking, etc.)

Cognitive Skills / Abilities	No Impact	Mild Impact	Moderate Impact	Severe Impact	Uncertain
Concentration/Attention	☐	☐	☐	☐	☐
Long-term Memory	☐	☐	☐	☐	☐
Short-term Memory	☐	☐	☐	☐	☐
Executive Functioning: planning, organizing, problem solving, sequencing, time management	☐	☐	☐	☐	☐
Managing Internal Distractions	☐	☐	☐	☐	☐
Managing External Distractions (auditory or visual)	☐	☐	☐	☐	☐
Ability to meet Deadlines	☐	☐	☐	☐	☐
Judgement	☐	☐	☐	☐	☐
Regular and Timely Attendance	☐	☐	☐	☐	☐
Making and Keeping Appointments	☐	☐	☐	☐	☐
Stress Management	☐	☐	☐	☐	☐
Information Processing (Verbal)	☐	☐	☐	☐	☐
Information Processing (Written)	☐	☐	☐	☐	☐
Social/Emotional	No Impact	Mild Impact	Moderate Impact	Severe Impact	Uncertain
In-class and group work interactions	☐	☐	☐	☐	☐
Ability to perform class presentations	☐	☐	☐	☐	☐
Effectively read social cues	☐	☐	☐	☐	☐
Effectively manage emotions during routine academic interactions	☐	☐	☐	☐	☐
Ability to manage stress	☐	☐	☐	☐	☐
Physical Impacts	No Impact	Mild Impact	Moderate Impact	Severe Impact	Uncertain
Fatigue	☐	☐	☐	☐	☐
Standing	☐	☐	☐	☐	☐
Sitting	☐	☐	☐	☐	☐
Lifting	☐	☐	☐	☐	☐
Stair Climbing	☐	☐	☐	☐	☐
Ambulation (cane, wheelchair, walker, crutches)	☐	☐	☐	☐	☐
Grasping / Gripping / Dexterity	☐	☐	☐	☐	☐
Ability to access video during lecture	☐	☐	☐	☐	☐
Ability to use a computer	☐	☐	☐	☐	☐
See the blackboard/whiteboard/projector in a classroom	☐	☐	☐	☐	☐
See regular print (i.e., 12 pt. font) on a computer screen or on paper	☐	☐	☐	☐	☐
Hear the professor in a classroom setting	☐	☐	☐	☐	☐
Hear other individuals in a small classroom setting	☐	☐	☐	☐	☐
Hear conversations in a setting with background noise	☐	☐	☐	☐	☐

Severity and Prognosis

Explain the severity and prognosis of each medical diagnosis.

Severity:

Prognosis:

Medications

Is the student taking any prescription medication?

Please describe any side effects that may affect participation in an educational environment

Do symptoms/limitations persist even with medications? If you, please describe.

Suggested Supports (must be related to permanent disability in an educational setting)

- ☐ This person would benefit from taking a reduced course load. Maximum course load recommended:
 - ☐ 60%
 - ☐ 40%
 - ☐ Other _____

- ☐ This person would benefit from supports in order to fully participate in post-secondary studies. Please specify:

- ☐ This person would benefit from assistive technology or equipment such as a computer or laptop, digital recorder, FM system, braille reader, specialized software, etc. to fully participate in post-secondary studies. Please specify:

Medical Assessor Information

<i>Full Name</i>		<i>Telephone</i>	<i>Fax</i>	
<i>Specialization (Please indicate all that apply)</i>				
☐ Audiologist ☐ Neurologist ☐ Ophthalmologist ☐ Family Physician ☐ Psychiatrist ☐ Registered Psychologist ☐ Other (please specify)				
<i>Address</i>		<i>City/Town</i>		<i>Province</i>
<i>Signature</i>		<i>Date (MM/DD/YYYY)</i>		<i>Official Stamp of Facility</i>
<i>License Number/Registration Certificate:</i>				

Medical Documentation Table

Disability	Qualified Professionals	Required Documentation (Accessibility Services requires one of the following)
ADHD/ADD	- Specialized Health Professional (i.e. registered psychologist, neuropsychologist, psychiatrist) - Treating family physician	- SELC Disability Verification Form - Psychoeducational Assessment
Autism Spectrum Disorder	- Specialized Health Professional (i.e. registered psychologist, neuropsychologist, psychiatrist, psychologist) - Treating family physician	- SELC Disability Verification Form - Psychoeducational Assessment
Anxiety Disorders	- Specialized Health Professional (i.e. registered psychologist, psychiatrist) - Treating family physician	- SELC Disability Verification Form - Other formal medical assessment or report
Chronic Medical Disabilities or Conditions	- Specialized Health Professional - Medical Specialist - Treating family physician	SELC Disability Verification Form
Deaf/Hard of Hearing	Audiologist	Audiology Assessment or Report
Learning Disabilities/ Specific Learning Disorder or Potential Learning Disability	Registered Psychologist	Psycho-Educational Assessment *Note: Assessments completed prior to the age of 18 must be less than 5 years old.
Physical or Mobility Disability	- Medical Specialist - Treating family physician	SELC Disability Verification Form
Mental Health Disabilities	- Specialized Health Professional (i.e. registered psychologist, psychiatrist) - Treating family physician	- SELC Disability Verification Form - Other formal medical assessment or report
Visual Disabilities	Specialized health professional (i.e., ophthalmologist, optometrist, orthoptist)	- Optometry Report - Visual Acuity Report
Head Injury/ Traumatic Brain Injury (TBI)	- Specialized health professional (i.e., sports medicine physician, registered neuropsychologist, registered psychologist, neurologist) - Treating family physician	- SELC Disability Verification Form - Neuropsychological Assessment Report
Other Neurological Disabilities (i.e. epilepsy, FASD, MS, MD, Parkinson's Tourette's)	- Specialized health professional (i.e. registered neuropsychologist, registered psychologist, neurologist) - Treating family physician	- SELC Disability Verification Form - Neuropsychological Assessment Report - Other formal medical assessments or report

**Note: while an IEP may be submitted as supporting documentation, it does not meet the criteria of the Required Documentation on its own.