



STUDENT HANDBOOK



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C A R E E R C O L L E G E

Welcome and thank you for choosing to enhance your education through the Academy of Learning Career College. We are here to provide encouragement and support as we assist you to conquer challenges, to gain confidence and to grow and flourish while you succeed in attaining your goals.

Our objective at the Academy of Learning Career College is to give everyone the opportunity to enhance the value of his or her life through education by providing a superior quality of professional training. We are committed to providing the educational framework for the professional success of each student.

All the policies in this student handbook are designed to make the learning experience of each Academy of Learning Career College student as pleasurable and as successful as possible. A copy of the handbook can be emailed to you upon request.

Each Academy of Learning Career College campus is operated by an independent owner/operator licensed by LaunchLife International Inc. "Academy of Learning Career College" and other trademarks associated with the Academy of Learning Career College Integrated Learning™ System are owned by LaunchLife International Inc. and are used under licence.

College policies are subject to change without notice.

1) About Us

At Academy of Learning Career College, we attribute the growth in our success to identifying the gap between the formal education and the realities of the working world. We fulfill the needs of learners by developing customized programs for each student, while meeting the requirements for convenient and effective training at an affordable cost.

In today's business world, where quality training is not only important but essential to career success, Academy of Learning Career College stands out as a training provider relied on by students, employers and government agencies. No other private post-secondary college can match the variety of programs that Academy of Learning College offers. Students can choose from over 30 Diploma and Certificate programs offered at Academy of Learning Career College.

2) Academy of Learning Career College Quality

Academy of Learning Career Colleges are registered with the respective governing Provincial Authorities. Many colleges are members of their Provincial Private School Associations and members of the National Association of Career Colleges.

Our pledge to students—we will:

- Meet your individual training needs.
- Demonstrate a genuine concern for your career success.
- Improve your productivity and marketability.
- Provide a high quality learning experience.
- Excel in the delivery of superior career, business, and computer skills training.
- Provide a warm and friendly learning environment.
- Employ caring, professional and knowledgeable staff.

3) Our Vision

"Academy of Learning Career College will always be recognized as Canada's most effective and respected college, providing career, business and computer skills."

4) Our Mission

- Respond to the dynamics of the ever-changing market with the most relevant, up-to-date solutions for our clients.
- Demonstrate a constant commitment to student success and employability.
- Creatively meet each client's specific requirements through the flexibility and customization of our Integrated Learning™ System.
- Provide advice and treat each client with care and sensitivity.
- Maintain visible and meaningful partnerships with our communities.
- Ensure the Integrated Learning™ System remains the most up-to-date, effective learning process.
- Strive to meet the highest standards for quality training products, service, and delivery.
- Create opportunity for growth and success of Academy of Learning College.

5) Top 10 Reasons

✓ Learn At Your Own Pace

Our Campuses provide a relaxing atmosphere where students can learn at their own pace. The features of our Integrated Learning™ System allow for flexibility in your daily schedule. You can finish your program quickly to get into the job market faster.

✓ One-On-One Attention

For additional one-on-one explanation, Facilitators are available at all times to provide assistance. You will receive personal support from a qualified Facilitator to help you succeed!

✓ Competency Based Learning

We help you master the subject matter before moving onto the next lesson.

✓ Hands-On Training

Audio and visual instructions are used to explain concepts and guide learners through initial skill-based applications. Hands-on tasks gives students an opportunity to apply skills to “real life” situations.

✓ Flexible Scheduling

Don't give up on your dream of a better career to help you and your family. Our flexible hours allow you to earn a Diploma or Certificate with minimal disruption to your daily schedule. You will be able to balance your education with your employment and your family.

✓ Diploma And Certificate Programs

We offer many Diploma and Certificate programs for you to choose from!

✓ Short, Effective Courses

We offer shorter programs, so you can earn your Diploma or Certificate in just four to twelve months instead of the conventional two to four years at a Community College or University.

✓ Comfortable Learning Environment

There's no intimidating classroom atmosphere or student competition! We ensure a comfortable and friendly learning-environment for all our students.

✓ Never Miss A Class

Never miss a class or fall behind. If you need to miss a lesson you can take the same lesson at another time.

✓ Start Immediately

With our continuous enrolment, it is never too late for you to start. We offer students the ability to start training at any time!

6) Campus Life

From the moment people walk through the doors, they see and feel the Academy of Learning Career College difference. We are the gateway to a new career. Students enjoy an independent atmosphere and an office-like environment for learning.

Academy of Learning Career College is dedicated to helping students reach their goals quickly and easily, and in a setting that builds confidence while building skills. Students receive intensive, hands-on training in a professional atmosphere.

Academy of Learning Career College offers students:

- An effective approach to career training
- Industry standard equipment and software
- Career specific programs
- Consistently high standards of curriculum
- Qualified facilitators
- An environment conducive to learning
- Practical, hands-on training
- Flexible class hours
- Convenient locations
- Transfer privileges across Canada
- Job search assistance

At Academy of Learning Career College, help is always at hand whenever it is needed. One-on-one support is available from dedicated, trained facilitators for every phase of every course. Our students' training is our number one priority. We make sure they get the help they need every step of the way.

With course enrolment being continuous, students can begin training for a career immediately and be ready to enter the work force sooner. We are committed to providing our students with a high quality curriculum and skill building to give them an edge in the work force.

7) Articulation Agreements

You can make use of your Academy of Learning Career College courses to receive credit at the following Universities:

NATIONAL AMERICAN UNIVERSITY

Academy of Learning College entered into an articulation agreement with National American University (NAU) in December 2011. Graduates of Academy of Learning Career College's Business Administration Diploma program have the ability to transfer their credits to the following National American University programs:

- Associate of Applied Science Degree in Applied Management
- Associate of Applied Science Degree in Business Administration
- Bachelor of Science Degree in Applied Management

UNIVERSITY OF PHOENIX

Academy of Learning Career College students can transfer their courses towards the University of Phoenix undergraduate degree programs. Founded in 1976, the University of Phoenix is North America's largest private, accredited university. With over 140 campuses and learning centres in the U. S. and now in Canada, the University of Phoenix offers programs exclusively designed to meet the needs of working adults.

UNIVERSITY OF WINDSOR

In November 1996, Academy of Learning Career College entered into an innovative collaboration with the University of Windsor. Graduates of select Academy of Learning diploma programs will receive advanced credit if they wish to continue their education at the University of Windsor. This partnership is just one more way Academy of Learning Career College strives to make life-long learning rewarding and viable for people of all ages and levels of expertise.

8) Academic Partners

The Pacific Institute

Founded in 1971 by Lou Tice and Diane Tice, the Pacific Institute is an international corporation specializing in performance improvement and professional growth, change management and leadership development. The guiding principle of the Pacific Institute is that individuals, during their lifetime, have a virtually unlimited capacity for growth, change and creativity, and can readily adapt to the tremendous changes taking place in this technological age.

The Pacific Institute curricula teaches how to accelerate individual and organizational potential by changing habits, attitudes, beliefs and expectations that often inhibit high performance people. This, in turn, allows organizations to achieve higher levels of growth and success.

Thought Patterns For A Successful Career

Thought Patterns for a Successful Career is an exciting educational process designed to give students an intensive exposure to concepts that can affect significant changes in their lives. The information presented in this program teaches persistence and high achievement skills and is designed to fit into existing class schedules. Important concepts are presented in short, dynamic bursts that allow for flexible integration of the basic concepts into regular curriculum. This program contains 21 segments that are facilitated toward student issues such as returning to school as an adult, fear of success, managing personal challenges while attending school, and making a transition into a successful lifestyle following graduation. Using humour and practical examples, Lou Tice targets his powerful message to these primary concerns of adult students.

LaunchLife International

Academy of Learning Career College developed a strategic partnership with LaunchLife International (LLI). This healthcare training organization is able to provide our colleges with quality courseware for high-demand healthcare areas.

LLI has offered healthcare training since 1995, and has established the Certified Medical Assisting Professional (CMAP) designation for graduates of its well-known Medical Administrative Assistant program. LLI has become known for the high quality of its graduates, and enjoys a placement rate that exceeds 90%.

Canadian Payroll Association

The Canadian Payroll Association (CPA), founded in 1978, is the national association representing the payroll community in Canada. The CPA is considered by the Canadian payroll community as the authoritative source of payroll knowledge.

Academy of Learning Career College has established a relationship with the CPA in order to incorporate the payroll specific courses into its diploma and certificate programs. Payroll specific courses offered at Academy of Learning College include Payroll Fundamentals 1, Payroll Fundamentals 2, and Payroll Compliance Legislation. Students who complete the Payroll Administrator program with Academy of Learning Career College are prepared to apply to the CPA for the Payroll Compliance Practitioner certificate.

Carson Dunlop

Established in 1978, Carson Dunlop is one of the largest independent home inspection firms in North America. Academy of Learning College partnered with Carson Dunlop to deliver the Home Inspection program across Canada. Carson Dunlop is regarded as the industry standard in home inspection courseware as well as in providing inspection-related products and services.

9) Important Dates

The College will be closed for statutory holidays, summer break, spring break, and winter break. These dates will be posted within the College.

10) Personal Conduct

All students shall accept responsibility for their education and strive to be contributing members of the College community. Mature behaviour, integrity, and professional conduct are expected at all times with respect accorded to students, staff, and property alike. Sexual harassment or verbal/physical abuse will be considered a serious offence.

There is an expectation that all students will conduct themselves in a manner that is sensitive and respectful to all areas of diversity. This diversity includes, but is not limited to, ethnic, cultural, social, gender, and religious issues. There is an expectation that students will refrain from using or being under the influence of alcohol or illicit drugs while on campus. Those found to be under the influence of drugs or alcohol may be suspended or terminated at the discretion of the College. Students engaging in behaviour contrary to College policy may be suspended or terminated at the discretion of the College.

11) Dress Code

Academy of Learning Career College does not follow a strict dress code; however, attire should be appropriate. If students are unsure about what is considered appropriate, they should speak with the Admissions Advisor.

12) Personal Loss

The College is not responsible for loss of personal property.

13) Attendance

The student will take full responsibility of his or her own decisions regarding his or her attendance. STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES. It is your responsibility to sign into as well as, out of the CMS (Central Management System) each time you leave school property; for example, to go for lunch.

The staff is not responsible for correcting attendance records when the student has failed to log in or out correctly. Students who have failed to sign out when they have left campus property will be given “0” attendance hours for that day. Attendance will be tabulated for each student and the resulting “Record of Attendance” shall be recorded on the Official Transcript of Marks. Students who have another person sign in or out of the attendance computer for them in their absence will be in violation of tampering with the Record of Attendance. Students who alter the record of attendance on the behalf of another student will be in violation of tampering with the Record of Attendance. Any student caught tampering with the record of attendance will be subject to formal reprimand and/or expulsion.

Student Services and Program Development requires the College to verify that student attendance is full time and regular.

“Regular attendance is defined as 90% attendance . . . Schools are not given the discretion on applying the 90% attendance rule. If the student drops below 90% attendance for any two calendar months, they must be discontinued.” Moreover, “if a student is unable to attend for any reason, including health reasons, for more than three consecutive weeks (21 calendar days), he or she is considered discontinued.”¹

Terminated students may not reapply to the College for a period of nine months after the termination. Remember that attendance is the number one priority when employers call looking for prospective employees.

¹ Canada. Government of Saskatchewan, *Educational Institution Manual: Canada-Saskatchewan Integrated Student Loans Programs and Other Financial Assistance*. (2014 - 2015). (Attendance Policy), 11.

14) Evaluation

ILS Courses

An examination is a formal means of certifying a student's abilities in a particular subject. The purpose of testing is to establish the student's level of knowledge and to increase the student's confidence in the new skill. We ask that all students take all exams, including pre-tests, very seriously. You may not leave the classroom, look at notes or textbooks, talk to other students, or receive telephone calls while writing an exam or pre-test. If you hand in a pre-test because you are unable to complete it for any reason, it will be marked as is.

The passing mark for any ILS Course examination is 75%; Honours is 90% or higher. If a student wishes to challenge an exam, this must be predetermined upon registration with the College. After this time, students will not be permitted to challenge any exams within their course. A student who has failed an exam is entitled to two rewrites at a charge of \$40.00 per rewrite. The highest mark possible on a rewrite is 89%. After this, students will be charged full price for the repurchase of the course.

It is our suggestion that you review your book completely by redoing all the tasks and end of chapter questions to better prepare yourself for the rewrite. If you have any questions about taking an Academy of Learning Career College examination, please speak to one of the facilitators prior to writing. The following procedures must take place prior to an examination:

- All students are required to do a practical test, mark it themselves, and pass it before they can decide if they are ready to write the online exam.
- All cell phones must be handed in to the facilitators.
- The exam will be started only if there is sufficient time for it to be completed—a minimum of three hours.
- The student's workbook must be given to the facilitator.

Assistance provided by a facilitator to the student during an exam will be limited to help in interpreting or paraphrasing a question. If there are any questions concerning the exam, the student will be directed to a facilitator. Students caught cheating on an exam, including speaking with another student, will be immediately removed from the exam, receive a mark of 0%, and will be required to pay a fee of \$40.00 to rewrite the exam at a later date. As a result of cheating, future programs may be affected. As well, other students involved, whether knowingly or unknowingly, may be penalized. Failure to abide by these rules will result in having the exam taken away, an incident note put in your file, a discussion with the Dean of Colleges, and possible expulsion from the program.

CPA Online Courses

All of the CPA Courses do not have a rewrite option; if students are unsuccessful, they must repeat the course in question.

Instructor Led Classes

Examinations may be written at any time during the term at the discretion of the instructor. A student is required to pass all subjects of the program to receive their diploma. The College determines the passing mark in each subject; students obtaining an overall average of 90%, in all classes, will receive an Honours Diploma. ***Individual classes and/or courses may not be dropped.***

Students caught cheating on an exams will be immediately removed from the exam and receive a mark of 0%. As a result of cheating, future programs may be affected; any future act of cheating will result in expulsion. As well, other students involved, whether knowingly or unknowingly, may be penalized. Failure to abide by these rules will result in having the exam taken away, an incident letter place in your file, a discussion with the Admissions Advisor, and possible expulsion from the program.

Students who fail to demonstrate satisfactory academic progress may be placed on academic probation. If satisfactory results are not achieved during the probationary period the student will be asked to discontinue their training. Tuition fees must be paid in accordance with the conditions of payment as outlined in the contract. Transcripts and diplomas will be withheld until account balances are paid in full. Textbook payments are due prior to or as textbooks are delivered. The college reserves the right to withhold training, materials, course delivery, or other if financial obligations from the student are not met.

If your progress is not satisfactory and if the instructors and Admissions Advisor deem it is due to a lack of effort, poor attitude, or poor habits while at the College, you may be placed on academic probation. If you fail to meet the goals laid out for you in this probation, you will be discontinued, or if you refuse the probation you will be discontinued. Students are issued a program outline that includes target times for starting and ending each course. These times must be adhered to as closely as possible in order for you to complete your courses by our prescribed end dates.

15) Breaks

ILS Courses

Breaks are not pre-determined. The kitchen and student lounge are provided for breaks and for lunch. Please clean up after yourself every time you leave the kitchen and lounge. There is no food or drinks (other than water) allowed in the lab, classrooms or areas other than the kitchen and lounge. Please remember that there is no smoking allowed in front of the building. **It is your responsibility to sign into as well as, out of the Attendance Computer each time you leave the school property; for example, to go for lunch.**

Instructor Led Classes

Breaks are pre-determined by individual instructors; however, they should provide you with two 15-minute breaks; one in the morning and one in the afternoon. The student lounge is provided for breaks and for lunches. Please clean up after yourself every time

you leave the lounge. **It is your responsibility to sign into as well as, out of the Attendance Computer each time you leave school property; for example, to go for lunch.**

16) Typing Timings

Each diploma course offered through Academy of Learning College requires a typing speed. Three different timings are required with a maximum of five errors; the average of the three will be used to determine a student's typing speed. Diplomas will not be issued if these timings are not completed. Students will need to have achieved their typing requirements.

17) Student Laptops And USB Drives

Each student will be provided access to the Q-Drive with the required student data to complete their courses. Students will be held financially and legally responsible for all damages arising from the use of outside computers and/or any unauthorized equipment. In addition, their studies may be terminated without refund of books and/or supplies.

18) Field Trips

Academy of Learning Career College allows students to go on instructor-led field trips throughout their course. Field trips are scheduled by each instructor and may vary year to year. Please remember that these excursions are part of the course and students should act accordingly when on a field trip. Students should be aware that traveling to and from such events is outside of the College's control. By participating in College field trips, you agree to hold harmless and indemnify the College, as well as the staff, from any responsibility and liability.

19) Consideration Of Other Students

Please refrain from chatting and visiting, while at your desk, in consideration of other students who may have difficulty concentrating. If you wish to visit with another student, go to the student lounge or outside. Please refrain from talking as you walk through the AOLCC lab; other students are working. Please remember that the Academy Computer Lab is a classroom. Respect must be afforded to the Academy of Learning College environment. Do not visit in the Lab.

All visitors must report to, and wait at, the front reception area; a staff member will notify the student that there is a visitor. Please discourage friends or family from coming out onto the floor—remember to treat being here like you are at work. Academy of Learning Career College is a scent free educational facility and workplace. Students will refrain from using scented colognes, perfumes, hair products, lotions, etc.

20) Student Etiquette And Behaviour

Students must endeavour to maintain their classrooms the way they found them. Please remember that the computers within the Colleges are for educational purposes

only—they are not to be used to access personal files. The following activities will result in having a student's computer account disabled and/or expulsion:

- Installing software or downloading software without written permission from the Dean of College
- Visiting pornographic sites or ordering goods online
- Engaging in playing games or gambling
- Engaging in internet chats (Skype, Facebook Messenger, FaceTime)
- Checking personal email accounts
- Any use of the computers that is not conducive to learning

21) Harassment

Sexual harassment, verbal or physical abuse, to any student or staff member, will result in immediate and permanent expulsion of the offender. All students are expected to act towards all others with maturity, integrity, professionalism, and respect as you would in a work environment. All complaints are taken very seriously; complaints must be submitted in writing to the Admissions Advisor. The Admissions Advisor will interview the complainant to verify details. The Admissions Advisor will interview the student accused of harassing/discriminating/initiating the conflict. All parties involved will meet with two representatives employed by the College within seven business days of receipt of the written complaint. In the unlikely event the complaint is not resolved, further action will be taken. This may result in expulsion of the student accused of harassment, discrimination, or conflict.

22) Plagiarism

Plagiarism is unacceptable. Academy of Learning Career College will not accept work that is plagiarized from another student, from the Internet, or from any other source. Consequences for the use of plagiarism include the possibility of expulsion. Plagiarism is defined as:

Transitive verb: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Intransitive verb: to commit literary theft: present as new and original idea or product derived from an existing source²

23) Job Search And Practicum Placements

It is prohibited under Section 38 of *The Private Vocational Schools Regulations, 2014*, to guarantee employment to any student or prospective student. Help in work placement may be granted to those students who: successfully complete their program of study; achieve their required typing timings; demonstrate professional conduct throughout; and meet the required attendance standards. The decision to apply for, or to reject, the offer of a practicum placement is due upon registration within a diploma program. The practicum fee must be part of the tuition payment schedule upon registration; THE FEE IS NON-REFUNDABLE.

²<http://www.merriam-webster.com/dictionary/plagiarizing>

A work experience practicum provides the student who successfully completes their program of studies the opportunity to gain on-the-job training in a business office; the student must earn this privilege. To qualify, the student must:

- Achieve a passing mark in all subject areas
- Demonstrate reliability and dependability
- Exhibit professional attitude and conduct throughout their term of study
- Meet the required typing timings for the program
- Meet attendance standards

Attendance, academic standing, performance, and the Dean of College's discretion will be taken into consideration as to whether a student will be granted their practicum placement. It is important that students understand that:

- Some of the factors are subjective.
- The Dean of Colleges will have the final decision regarding granting a practicum.

24) Training Completion Fund

In accordance with Section 19 of *The Private Vocational Schools Regulations, 2014*, every operator of a Category I school provides the Minister with an annual contribution to the Training Completions Fund. This fund may be utilized in the event a course or program is discontinued.

25) Cell Phones

The use of cell phones or electronic communication devices is not permissible in the Academy of Learning College classroom. Since they are disruptive, we ask that you keep them on vibration mode, refrain from texting and email, and step outside or go into the student lounge to answer calls.

26) Staff Only Areas

Please do not enter any area of the campus that is restricted to students.

27) Change Of Name Or Address

Please notify the College if there is any change in your name or address. This will enable Academy of Learning College to successfully correspond with you should the need arise, for example, tuition tax receipts.

28) Completion Of Previous Program/Course Transfers

Students who did not complete their program because of extenuating circumstances may be reinstated if he or she previously had good attendance and progression. If a student is discontinued, he or she will not be reinstated until a period of nine months after their discontinuation date has passed. Course transfers may be reviewed with the approval from the Dean of Colleges.

29) Internal Dispute Mechanism

All disputes are to be addressed as set out below:

1. Student will attempt to resolve a dispute or grievance directly with the persons(s) involved. This is to be done in a professional and courteous manner;
2. If this does not solve the dispute or grievance, the dispute will be submitted in writing to the Admissions Advisor. The Admissions Advisor will attempt to mediate the dispute and reach resolution in a fair and reasonable manner;
3. If the dispute or grievance remains unresolved after three (3) days following written submission, a written account is submitted to the Dean of Colleges for immediate action. The description of the incident should be very clear and concise including the nature of the problem, date of occurrence, name(s) of parties involved, and copies of any important information regarding the problem. At this time, the Dean of Colleges may request a meeting with the student and facilitators or instructors. Every effort will be made to resolve the dispute or grievance at this point. A written decision on the dispute or grievance will be sent to all persons involved within ten (10) days following its receipt;
4. Any unresolved disputes or grievances following the above steps should be directed to the Academy of Learning Career College Head Office for immediate action:
LaunchLife International Inc.
100 York Boulevard, Suite 400
Richmond Hill, Ontario L4B 1J8
Tel: 1.855.996.9977
5. If a student feels that the College has not been able to successfully resolve the situation, the student then has the option, should they choose, to contact the Ministry of Advanced Education - Universities and Private Vocational Schools Branch for assistance with disputes. Private vocational schools are registered with the Ministry of Advanced Education, which monitors and serves as a support to both the school and students. Inquires should be directed to:
Ministry of Advanced Education - Universities and Private Vocational Schools Branch
1120 - 2010 12th Avenue
Regina, SK S4P 0M3
Telephone: 306.787.5763

30) Refund And Withdrawals

A STUDENT MUST GIVE WRITTEN NOTICE WHEN WITHDRAWING FROM ANY PROGRAM. Non-attendance does not constitute withdrawal. In accordance with Sections 26 and 27 of *The Private Vocational Schools Regulations, 2014*, where a person, who has contracted to take a course of instruction offered by the College gives notice in writing, to the administration or to an instructor, of their intention to cease taking courses, the College may retain:

- 25% of the tuition fee payable for the program or course if 20% or less of the hours of instruction for the program or course has been delivered;
- 60% of the tuition fee payable for the program or course if more than 20% but less than 50% of the hours of instruction have been delivered;
- 100% of the tuition fee payable for the program or course if more than 50% of the hours of instruction for the program or course have been delivered.

In cases where students do not pay for their course in advance and notice of discontinuation is given, the College will take steps to recover, from the student, the balance of unpaid tuition fees. Any monies collected in excess of the amount required by the College will be refunded to the funding source (Band, Student Loans, etc.). Students with grades below the acceptable level may be discontinued.

31) Student Contract Cancellation

In accordance with Section 28 of *The Private Vocational Schools Regulations, 2014*, a student may cancel his or her student contract within 10 days after entering into the student contract if the student has not attended any course or program contracted for in the student contract. The school will then provide a refund to the student for tuition fees, and any other moneys that the student has paid for texts, books, and other instruction material and equipment that the student has not received.

32) End Date Of Program

Your enrolment contract with Academy of Learning Career College states the duration of your program. Although adherence to the regulations and program description is attempted, the College reserves the right to make whatever changes are deemed necessary to the program of study, to methods of instruction, to fee schedules, to refunds, or to regulations and policies without prior notice. Remember that you can put in as many hours above your minimum hours per month as you like.

The College reserves the right to terminate a student's training if, at any time, the student's account is in arrears or if the College's rules and regulations are not followed. In addition, the College reserves the right to reschedule any session or cancel any class or program at its discretion.

33) Acceptable Computer Use

These regulations govern the use of the computers and access to the Internet in Academy of Learning Career College and are established to develop consistency in computer use procedures and regulations across the College. Before using computers at Academy of Learning Career College, all users must sign a statement that states that they have read, understand, and intend to comply with these regulations and related policies.

1. Academy of Learning College provides computer resources to enhance the educational experience of its students. They are provided for research and for academic studies related to a student's program of study.

2. Individuals are asked to use facilities in a responsible manner. Do not waste resources; respect the privacy of other users. Being able to read other's files does not mean you have the permission to do so.
3. The user is ultimately responsible for his or her conduct on the system, and will be held accountable for their actions while using our computer technology.
4. Recreational use of computers (playing computer games, checking personal emails, engaging in chat, etc.) is considered unacceptable computer use. The downloading of music files is not permitted as the College does not have ownership of these files and cannot legally have them on its computers.
5. Tampering, attempting to tamper with or change computer hardware or software setups and security measures is prohibited.
6. Personally owned computers/resources are permitted on campus under these strict conditions: 1) software on computer is legally owned by user; 2) the Systems Administrator approves compatibility; 3) details of make, model, serial number, etc. are recorded and kept on file; 4) person asking for privileges must sign a waiver. At no time will non-College computers be allowed Internet access.
7. Unauthorized installation and/or downloading and/or copying of software are strictly prohibited. Violators will be subject to disciplinary action.
8. Using College computer resources to view or store non-academic files is considered an unacceptable use of these resources.
9. Canadian laws govern the use of information on the Internet. These laws cover such topics as copyright, privacy and obscenity. The College expects the user to adhere to these laws. Using the College's computers to visit, display, store, or transmit indecent, obscene, or pornographic material is considered a serious offence.
10. Users will be required to cease displaying material that is offensive to others.
11. Users are not to make harassing, threatening or discriminatory statements over the computer network, nor are they to engage in any illegal activities while using our computer facilities.
12. College computer equipment may not be used for commercial gain or political purposes.
13. The College reserves the right to impose time limits on the use of computers.
14. In order to comply with the Canadian privacy laws, employees who have access to administrative files should assume the information contained there is confidential. These files are to be accessed and used only as needed in the performance of their duties.

34) Software Code Of Ethics

Unauthorized duplication of copyrighted software violates the law and is contrary to our organization's standards of conduct. We disapprove of such copying and recognize the following principles as a basis for preventing its occurrences:

- We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- We will provide legally acquired software to meet the legitimate software needs in a timely fashion and in sufficient quantities for all our computers.

- We will comply with all license or purchase terms regulating the use of any software we acquire for use.
- We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

35) Access Privileges

Only current staff and students will be given access rights to the College's computers. Each user is required a login to begin each session and is reminded to log off any computer they use before leaving the area. Sharing your account with another person is prohibited. Do not give your password to anyone. Those using the computers may not attempt to gain access to other individual's files or mail.

The system administrator can be asked to reset a password if a password is forgotten or if there is a concern that a password is no longer secure. The College may disable accounts without prior notice if there is evidence of account sharing or of any attempt to violate the system or network security. The College may remove personal files only as needed to maintain the system in good working order. Computer files are routinely removed to conserve space.

36) Management Of Computer Resources

Staff and facilitators shall be considered the custodians of all computer technologies under their supervision. It is expected that facilitators will take reasonable steps to ensure that all individuals using computer facilities under their care will comply with the College's policies.

Monitoring—the computers, local hard drives, network drives, user accounts, personal drive space, and their contents are all property of the College and as such may be checked by the Systems Administrator in order to maintain compliance with our acceptable computer use policy. For this reason, privacy of information stored on school property should not be expected. In cases of a suspected breach of policy, the College will conduct an investigation as it deems necessary. This may mean the monitoring and inspecting of the files and emails of specific users.

37) Computer And Workstation Relocation

Due to the nature and licensing of software, there may be instances when a facilitator must relocate a student to another machine in order to accommodate another student. There are also times when a computer may malfunction requiring you to relocate. The Academy realizes the potential inconvenience this can cause to the relocating student; we do our best to minimize these moves, and we look forward to your cooperation in those rare instances when such a move is necessary.

38) Limitations Of School Liability

Academy of Learning Career College is not responsible for any lost data or financial loss that results from use of the College's network or the Internet; each user is responsible for protecting their work. Interruptions of service are inevitable and consequently the College does not guarantee that its computers and networks will always be available when you need them. The College cannot guarantee the accuracy or quality of information found on the Internet.

39) Computer Hardware Courses

Students may be required to work inside one or more computer system units, as part of their courses of study. Safety precautions are discussed within these courses. The College makes all effort to ensure a safe environment for students. If the safety precautions are followed and all tasks are performed exactly as specified, the potential for injury is minimized. Potential hazards involved are:

- Power supply units and monitors can hold dangerously high electrical charges for some time even after they have been turned off and unplugged. There is the potential of a serious shock if you open either. *At no time are the students directed to open either of these units.*
- Students may be required to measure continuity on power cords. Although to perform this task, the cord must be disconnected from any power source, there is the potential of a serious shock if the student attempts to perform these tasks while the cord is still connected to a power source.
- Students may be required to measure voltages on system units that are turned on. There may be the potential of a mild electrical shock, if instructions are not followed correctly. This low voltage direct current will not harm healthy individuals. It could cause problems if you use a pacemaker or similar device. Electrical shocks may cause serious damage or even death.
- Computer units include moving parts such as fans. Loose clothing, long hair and jewelry can become entangled in moving parts.
- Computer units may have sharp or rough components that can cause cuts or abrasions.
- Lifting monitors, printers or system units can potentially cause back injuries or aggravate existing back problems.
- The laser light from a CD-ROM drive can damage your eyes if you look inside it during operation. Students are never required to do so in the course.
- Cleaning solvents can be hazardous if swallowed or otherwise handled incorrectly.
- Computer components can explode if power is applied with power connectors inserted incorrectly. Students are always instructed in the correct insertion of power connectors.

40) Web Designer Program Delivery

Certain courses in the Web Designer Program are referred to as Session.edu online courses; these courses involve Academy Online Instructors and Sessions.edu Instructors. Course content related questions may be addressed/responded to within one business day from the submission time to the Academy Online Instructor using

ACME Mail. The Academy Online Instructor will not review the course assignments prior to being submitted to the Sessions.edu Instructor for evaluation. The Sessions.edu Instructor is solely responsible for marking/grading of required course assignments submitted online within three business days and is not responsible for addressing any course content related questions. The Academy of Learning Career College Facilitator(s) will provide assistance/support for ACME/computer related issues or basic questions related to courses but are not responsible to address any Sessions.edu course content related questions.

41) Healthcare Virtual Mandatory Requirements

- Grade 12 or equivalent.
- Clear Criminal Record Check required upon admission.
 - May require a further “current” check to be supplied for placement.
- If a pardon is required, start the process immediately as a student cannot receive a placement, diploma, or CMAP certification if they have a criminal record.
- Good command of the English language; written and verbal.
- N-95 Mask Fit Testing and/or TB test or proof of vaccinations may be required depending on placement area/option.

42) CMAP®

CMAP® stands for *Certified Medical Assisting Professional*. This designation has been developed in consultation with the healthcare industry as a distinctive training standard for employees in the medical assisting roles. The CMAP® designation applies to a series of medical training programs in the allied healthcare field. All programs follow a strict set of guidelines, including the successful completion of final exams, a minimum keyboarding speed, approved clinical placement, demonstrated proficiency in current software applications, knowledge of general office procedures, communication skills and customer service, and basic bookkeeping. Individuals with the Certified Medical Assisting Professional designation will find their skills in demand in today’s fastest growing industry. Since many healthcare assisting roles do not have formal industry standards or exams, Academy of Learning Career College uses established vendor certification for each healthcare post-secondary training program based upon industry needs and required competencies. This vendor certification is the Certified Medical Assisting Professional (CMAP®) certification.³

43) Process To Apply for Scholarships

We encourage students to apply for any scholarships that they may qualify for. For further information please contact the Admissions Advisor.

³ The curriculum provider awards vendor certification, not unlike the vendor certification Microsoft Certified Systems Engineer (MCSE®) from Microsoft Corporation. Professional regulatory body certification is awarded by an organized body of professionals in a particular field of expertise. The “*Health Professions Act*”, under the *Canada Health Act*, has created a formal government body that approves various certifications for “*regulated* healthcare professions.”

44) Student Maintenance And Security

Student records are stored permanently and indefinitely. The following student documents are considered to be part of the permanent student record:

- International student transcripts
- Contractual arrangements between Academy of Learning Career College and the international student
- Admissions requirements
- Financial transactions with the international student
- Documentation regarding program withdrawal or discontinuation of international students
- Records of complaint and/or resolutions
- Student's letter of acceptance
- Any other documents as required/requested by Universities and Private Vocational Schools Branch, Ministry of Advanced Education or Citizenship and Immigration

45) Procedure For Alleged Violations

Failure to observe these policies and regulations may result in computer privileges being revoked and/or further disciplinary action taken. All users understand that these disciplinary actions may go up to and include termination of training or employment. If the College incurs financial loss of any nature or kind as a result of such illegal activity, the College may seek full restitution from the offender, in addition to, any disciplinary measure or remedies the College may otherwise pursue. Anyone who discovers a possible violation of the Acceptable Computer Policy should report it to the Admissions Advisor. The alleged violator will be referred to the proper authority for investigation.

46) Your Privacy Rights

As of January 1, 2004, all business engaged in commercial activities must comply with the Personal Information Protection and Electronic Documents Act. The Act gives you rights concerning the privacy of your personal information. We are committed to protecting any personal information we hold. This Privacy Policy outlines how we manage your personal information and safeguard your privacy.

What Is Personal Information?

Personal information is any information that identifies you (Social Insurance Number, name, address, date of birth, etc.). If we did not collect this information we could not provide you with post-secondary education.

How Do We Collect Your Personal Information?

We collect information only by lawful and fair means and not in an unreasonably intrusive way. Wherever possible, we collect your personal information directly from you at the start of the registration process and into the contract and student loan signing.

Consent

In most cases, we shall ask you to specifically consent if we collect, use, or disclose your personal information. Normally, we ask for your consent in writing; however, in some cases we may accept your oral consent.

Disclosure Of Your Personal Information

Under certain circumstances, the College will disclose your personal information:

1. When we are required or authorized to do so by law.
2. When you have consented to the disclosure.
3. When the services we are providing you require us to give your information to a third party such as a funding agency, your consent will be implied unless you advise us otherwise.
4. Where it is necessary to establish or collect fees.
5. If the information is already publicly known.

For the purposes of school spirit, the school may collect photographs of students participating in various school related events. It is understood that these pictures may be displayed in the College and furthermore may be used on the Academy of Learning College website, related websites, and social media pages.

Updating Your Information

Since we use your personal information to provide services to you, it is important that the information be accurate and up-to-date. If, during the course of your education, any of your information changes, please inform us so that we can make any necessary changes.

Is My Personal Information Secure?

The College takes all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification, or disclosure. Among the steps taken to protect your information are:

- Secure premises.
- Restricted file access to personal information.
- Technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access.
- Internal password and security policies.

Communicating With Us

You should be aware that email is not a 100% secure medium, so if you communicate with us via this method take that into consideration.

Requests For Access

You have a right to access your personal information that we have in our possession or control. We try to respond to requests as soon as possible, and will advise you if for some reason we cannot respond right away. The College may charge you a reasonable fee for providing access to your personal information, but only after first advising you of the approximate cost.

Can I Be Denied Access To My Personal Information?

Your rights to access your personal information are not absolute. The College has the right to refuse your request for access to personal information if:

1. The information is protected by solicitor-client privilege.
2. Granting access would reveal confidential commercial information.
3. Doing so would reasonably be expected to threaten the life or security of another individual.
4. The information was collected for purposes related to the detection and prevention of fraud.
5. The information was generated in the course of a formal dispute resolution process.
6. Where the request is frivolous or vexatious.
7. The information would likely reveal personal information about another individual.

47) Contacting Us

If you have any questions regarding any of our policies outlined in this handbook, please contact the College:

Academy of Learning Career College, Wascana Campus
205 - 2075 Hamilton Street
Regina, SK S4P 2E1
306.373.8700
wascana@academyoflearning.com

CONSENT FOR PERSONAL INFORMATION

1. I understand that to provide me with post-secondary education, the College will collect some personal information about me (e.g., full name, home telephone number, address, SIN, previous education, previous work history, academic marks, progress, attendance, etc.).
2. I have reviewed the College's Privacy Policy about the collection, use and disclosure of personal information, steps taken to protect the information and my right to review my personal information.
3. I understand that if my tuition and/or other educational costs are sponsored by a funding agency⁴ the College will provide information about my progress and attendance to my funding agency.
4. I understand how the Privacy Policy applies to me. I have been given a chance to ask any questions I have about the Privacy Policy and they have been answered to my satisfaction.
5. I agree to the College collecting, using and disclosing personal information about me as set out here and in the College's Privacy Policy.
6. I understand that for the purposes of school spirit, the school may collect photographs of me participating in various school related events.

I have read all of the above statements; I understand them in their entirety and freely agree to the terms set within them.

Signature

Date

⁴ Funding agencies may include but are not limited to: Gabriel Dumont Institute, Worker's Compensation Boards, Career And Employment Canada, Federal or Provincial Student Financial Assistance Branches, various Insurance Providers etc.

STUDENT HANDBOOK AND POLICIES

1. I have read the STUDENT HANDBOOK AND POLICES FOR ACADEMY OF LEARNING CAREER COLLEGE. I understand and agree to the policies outlined in the guidebook.
2. The undersigned does hereby release LaunchLife International Inc. and the College, their servants or agents of and from all causes of action, claims and demands whosoever which the undersigned ever had, now has, or hereafter can, shall or may have against LaunchLife International Inc. and the College by reason or in any way arising out of courses and/or associated simulations and labs. Moreover, the undersigned does hereby agree that LaunchLife International Inc. and the College shall not be liable for any injury, loss or damage howsoever occasioned.

PRACTICUM PLACEMENT POLICY

1. I understand that if my program qualifies for a practicum placement, my decision to apply for or to reject the offer of practicum placement, administered by Academy of Learning Career College, is due upon registration in my diploma. Further, I understand that the practicum fee must be a part of my tuition payment schedule upon registration and that this fee is non-refundable.
2. I understand that attendance, academic standing, performance and the manager's discretion will be taken into consideration before Academy of Learning Career College or Management will place me in a practicum pertaining to my Diploma.

I have read all of the above statements; I understand them in their entirety and freely agree to the terms set within them.

Signature

Date

CANADA'S ANTI-SPAM LEGISLATION

1. I agree to, and consent to, being contacted by Academy of Learning Career College through the means of email or any other form of electronic communication(s).
2. I further agree and understand that unless I write and notify the College of my intention not to provide express consent⁵, the College will assume implied consent⁶ and may be free to contact me through the use of electronic communication(s).

I have read all of the above statements; I understand them in their entirety and freely agree to the terms set within them.

Signature

Date

⁵ Express consent means that a person has clearly agreed (orally or in writing) to receive a commercial electronic message. It is not time-limited, unless the recipient withdraws his or her consent. Government of Canada. (2014, June 30). FAQs - Canada's Anti-Spam Legislation. Retrieved July 14, 2014, from www.fightspam.gc.ca

⁶ There are a few forms of implied consent, including:

Conspicuous publication

The information is published in plain sight, for example, on a website or in a trade magazine.

Disclosure

The information is given to you, for example, people give you their business card or address.

Existing business relationship

The person has made a transaction, an inquiry, an application or a written contract for the purchase of barter of products, goods or services.

Existing non-business relationship

The person is a member of your organization or has provided volunteer work, a donation or a gift.

Government of Canada. (2014, June 30). FAQs - Canada's Anti-Spam Legislation. Retrieved July 14, 2014, from www.fightspam.gc.ca



Academy of Learning

C A R E E R C O L L E G E

ADVERTISING AUTHORIZATION FORM

I, _____, give Academy of Learning Career College permission to use all or part of my comments and/or my photo for advertising/marketing purposes. I understand there is no payment made to me.

Name (Please Print)

Signature

Date

Campus