



Heritage Community College Student Handbook 2020

Table of Contents

- ✓ **Welcome**
- ✓ **Mission Statement**
- ✓ **Vision**
- ✓ **Message from the Director**
- ✓ **Admission Policy**
- ✓ **Attendance Policy**
- ✓ **Dismissal Policy**
- ✓ **Dispute Resolution Policy**
- ✓ **Grades Appeal Policy**
- ✓ **Graduation Policy**
- ✓ **Language Proficiency Assessment Policy**
- ✓ **Privacy Policy**
- ✓ **Refund Policy**
- ✓ **Sexual Misconduct Policy**
- ✓ **Work Experience Policy**
- ✓ **Student Handbook Acceptance and Receipt**



Welcome

You have chosen to take a direction that will allow you to go beyond what you thought was possible, giving you the option of many new opportunities after you graduate.

It will not be easy, but you are now part of our family, people who believe passionately in what they do and who have a common purpose, your academic success!

Please help us to help you have the best educational experience possible.

Note: *This handbook is periodically reviewed and updated as necessary to reflect current academic, operating and related policies and procedures. The information contained within this document is subject to change without notice at the discretion of Heritage Community College. Changes are effective when made.*



MISSION STATEMENT

“VESTRI POSTERUS SATUS HIC” These words state that Heritage community college is the place where your future starts. Heritage Community College is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and comprehensive program. Within a caring, respectful, multicultural environment, the school is committed to instilling in each student a desire to learn, to take appropriate risks, and to accept challenges. The school community is committed to developing students who are resilient and adaptable, equipped with the knowledge, skills, and disposition to continue their education and become personally fulfilled, interdependent, socially responsible adults.

VISION

Heritage Community College strives to create best lifelong learners in the world. At Heritage Community College our purpose is the discovery, communication, and preservation of knowledge. We are committed to creativity, innovation, and excellence. We value integrity, quality, and teamwork in everything we do. We inspire critical thinking, personal growth, and a passion for learning. We serve the social, cultural, and economic needs of our community and our society.

MESSAGE FROM THE DIRECTOR

It’s time to realize your learning potential, and there’s no better place to do this than Heritage Community College. I strongly believe that getting a program is more than reading books and writing essays- It’s a process of higher learning, both in and out of the classroom. I invite you to become part of that process and discover yourself at Heritage Community College.

Here, you can take Academic Challenges through innovative and engaging programs, open yourself to new prospective and make lasting friendships. You’ll do so in an intimate setting, where class sizes are kept deliberately small and taught by highly skilled instructors. Our faculty and staff are committed to support you in your efforts to find meaningful employment and prepare you for a successful career.

We, at Heritage Community College, will work with you in every possible way to help you acquire your dreams and boost your career. We are committed to fostering an inclusive and respectful environment that promotes academic excellence and student success. Our faculty possess the powers to instill in you the life skills to be a productive people and give effective contribution to the nation.



Heritage Community College is a BC designated college that strives on its clear mission and vision of the future. We focus on providing both domestic and international students with an enriching, multicultural, and superior learning environment. We do our best to update program information regularly so that you are not inconvenienced. Also, throughout your program of study you will have the opportunity to provide feedback to help us improve our programs.

There are so many reasons for you to choose HCC. So, come, join us and shape up your career at HCC.

Your future begins here.

Thanks, and Best Wishes,
Tanveer Dhesi, Director

Admission Policy

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

Procedure:

1. The institution's receptionist refers all inquiries to the admission representative.
2. The admission representative meets with the prospective student to discuss the program of interest. If the student is undecided about a program of study, the admission representative gives the prospective student information about a number of programs so that the student can make a decision.
3. Once the student has decided on a program of study, the admission representative reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.
4. The admission representative obtains evidence (e.g. transcript, proof of age, etc.) from the student that he/she meets all of the program's admission criteria and places the evidence in the student file.
5. After receiving evidence that the prospective student meets all of the admission criteria, the admission representative prepares a Student Enrolment Contract and meets with the prospective student to review the policies that will affect the student during his/her completion of the program of study and to review the contract. If,



- after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the admission representative arranges for the prospective student to meet with the Senior Education Administrator.
6. The Senior Education Administrator meets with the prospective student to discuss his/her educational goals and commitment to completing the program of study. Financial arrangements for payment of tuition and other fees is also discussed.
 7. If the Senior Education Administrator and the prospective student agree on a financial arrangement, they sign the contract and the SEA delivers a copy of the signed contract, along with a copy of Student Handbook as well as program outline of program of study to the student.
 8. A student file is created and all evidence related to student admission are kept in that file. Student is notified about class start date of program and schedule is given if available. Student is taken for college tour if class dates are within week or a date is set with student for college tour for later date.
 9. Student is notified about contact person of college in case of any queries or questions related to program of student or general queries related to college.
 10. In case student rejoin the same program, where he/she has withdrawn before, there will be no Application fee for same program.

Attendance Policy

Heritage Community College recognizes that good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or are enrolled at any future time. Students registered for full-time study are scheduled to attend classes for twenty hours each week.

Students are expected to attend classes as scheduled. Students who will be absent must contact the school either by telephone at (604) 593-5400 or email at info@hccbc.com before the time that they are scheduled to start class. The student is responsible for completing all assignments missed during the absence.

Absences for medical or emergency reasons are considered “excused” absences if the student provides documentary evidence of the reason for the absence such as a doctor’s note.



Absences that are not “excused” are subject to the following:

- Students who are absent for 5 consecutive days or 10% of scheduled classes within first month, without notifying school of scheduled classes will receive an attendance warning letter.
- Students who are absent for 15% of scheduled classes will be placed on probation.
- Students who are absent for 20% of scheduled classes will be dismissed from study.
- Students who are absent for five consecutive scheduled school days without contacting the school will receive an attendance warning letter and further consequence of not attending school.

Students having difficulty meeting these attendance requirements should contact the Senior Educational Administrator.

Procedure for Student Attendance:

1. The Senior Education Administrator prepares a class list for each instructor on Friday afternoons. These lists are distributed for use during the following school week.
2. Instructors take attendance at the beginning of each class noting students who are absent.
3. Completed weekly attendance sheets are returned to the Senior Education Administrator on Friday afternoon. The SEA enters each student’s attendance in the student’s personal attendance record. The completed weekly attendance sheets are filed in the Attendance Binder.
4. While entering attendance, the SEA reviews the overall attendance for the students that are of concern with respect to attendance.
5. The Senior Educational Administrator will try to contact concerned students for reason of absence. SEA may issues an attendance warning letter to any student who has been absent for 10% of scheduled classes or 5 consecutive days.
6. The Senior Educational Administrator meets with students who have been absent for 15% of scheduled classes and places the student on probation. A study plan will be set up and student is expected to meet specific deadlines as per plan. In case student is unable to follow the study plan, SEA will set a meeting to discuss about student concerns and further plan of action.



7. The Senior Educational Administrator meets with student who have been absent for 20% of scheduled classes to discuss regarding reason of absence and notifying them that they will be dismissed from study.
8. The Senior Educational Administrator sends a warning letter via Canada Post to any student who has been absent for five consecutive scheduled school days without contacting the school.
9. All information related to student attendance i.e. warning letter, study plan will be kept in student file for record keeping.

Dismissal Policy

HERITAGE COMMUNITY COLLEGE expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive and students should request clarification from the Senior Educational Administrator if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any HCC programs or activity.

The Code of Conduct that Students are expected to follow include:

- Attend school in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behavior.
- Dress according to the school’s dress code as outlined in the Student Handbook.
- Refrain from cheating or plagiarism in completing class assignments.
- Treat school property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from bringing any alcohol or any prohibited mood-altering substances to the Institution.
- Refrain from making inappropriate remarks concerning another student or staff’s ethnicity, race, religion or sexual orientation.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.



Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.
- Vandalism of school property.
- Theft.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Attendance Based Dismissal:

- Students who are absent for 20% of scheduled classes will be dismissed from study.
- Students who are absent for five consecutive scheduled school days without contacting the school will be dismissed from study.

Concerns related to a student's conduct shall be referred to the Senior Educational Administrator to process in accordance with this Policy.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Concerns may be brought by staff, students or the public.
- 2) The Senior Educational Administrator will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Senior Educational Administrator will meet with the student as soon as practicable.
- 3) Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.



- 5) The Senior Educational Administrator will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (c) Give the student a warning setting out the consequences of further misconduct;
 - I. Set a probationary period with appropriate conditions; or
 - II. Recommend that the student be dismissed from the Institution.
- 6) The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the Senior Education Administrator and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
- 8) If the recommendation is to dismiss the student, the Owner of the school will meet with the student to dismiss him/her from study at the school. The Owner of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
- 9) If a refund is due to the student, the head of school will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
- 10) If the student owes tuition or other fees to the school, the head of the school will undertake the collection of the amount owing.

Dispute Resolution Policy

HERITAGE COMMUNITY COLLEGE provides an opportunity for students to resolve disputes of a serious nature and grades appeals in a fair and equitable manner.

The policy applies to all HERITAGE COMMUNITY COLLEGE students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the Senior Educational Administrator.



- 1) This policy governs complaints from students regarding Heritage Community College and any aspect of its operations. Student will not be subject to any form of retaliation as a result of filing a complaint.
- 2) All student complaints must be made in writing. Student can fill Compliant form available at reception of Heritage Community College.
- 3) The student must provide the written complaint to the Senior Education Administrator who is responsible for making determinations in respect of complaints. If the Senior Education Administrator is absent or is named in a complaint, the student must provide the complaint to the Director of Heritage Community College.
- 4) The process by which the student complaint will be handled is as follows:
 - a. When a concern arises, the student should address the concern with the staff member most directly involved. If the student is not satisfied with the outcome at this level, the student should put his/her concern in writing and deliver it to the Senior Educational Administrator.
 - b. The Senior Educational Administrator will arrange to meet with the student to discuss the concern and desired resolution within 5 school days of receiving the student's written concern, or as soon as practicable.
 - c. Following the meeting with the student, the Senior Educational Administrator will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate (institution's) personnel
 - d. The necessary enquiries and / or investigations shall be completed no later than 10 school days following the receipt of the student's written concerns. The Senior Educational Administrator will do one of the following within 10 days of receiving the student's written concerns:
 - i. Determine that the student's concerns are not substantiated; or
 - ii. Determine that the student's concerns are substantiated in whole or in part;
 - iii. Determine that the student's concerns are frivolous and vexatious.
- 5) The student and the institution's personnel involved shall receive a written summary of the above determination. A copy of all documentation relating to every student's



complaint should be signed by all parties. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.

- a. If it has been determined that the Student's concerns are substantiated in whole or in part the Senior Educational Administrator shall include a proposed resolution of the substantiated concern(s).
 - b. If the student is not satisfied with the determination of the Senior Educational Administrator, the student must advise the Senior Educational Administrator within 48 hours of being informed of the determination.
 - c. At this point the School's Dispute Resolution Process will be considered exhausted.
 - d. If the issue is of a serious nature SEA may, in her sole discretion and cost, engage the services of a third-party mediator to assist in the resolution of the dispute. There will no cost for student for third party mediation process, if any.
- 6) Written reasons for the determination will be provided to the student within 45 days after the date on which the complaint was made.
- 7) The student making the complaint may be represented by an agent or a lawyer.
- 8) If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Career Training Institutions Branch (www.privatetraininginstitutionsbranch.bc.ca).

Grades Appeal Policy

HERITAGE COMMUNITY COLLEGE provides an opportunity for students to apply for grades appeals and it will be dealt in a fair and equitable manner.

The policy applies to all HERITAGE COMMUNITY COLLEGE students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the Senior Educational Administrator.

Only grades received on mid-term or final assessments may be appealed. The students have 5 school days to appeal their final grade. Grades received for assignments or weekly quizzes may not be appealed.



Procedure for Grade Appeal:

- 1) If a student is dissatisfied with the grade received for a mid-term or final course assessment and can provide evidence that a higher grade is warranted, he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
- 2) If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator.
- 3) The Senior Educational Administrator will obtain a copy of the mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor.
- 4) If SEA is instructor, student can submit appeal to another part time SEA or to Director or CEO regarding this. In this case concerned person will obtain a copy of the mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor.
- 5) If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
- 6) If a grade appeal is reviewed by the Director or CEO, the grade assigned following the re-mark and review will be final and cannot be appealed further.

Graduation Policy

Heritage Community College recognizes good academic score and good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or are enrolled at any future time.

Students who have achieved at least 50% in overall grade for any program along with minimum 50% attendance will be eligible to graduate.

In order to graduate in any program of Heritage Community College student must appear in final exam of individual course. If student achieves more than 50% in other assessments and have achieved required attendance but didn't appear for final exam is not eligible to graduate. A statement of attainment will be issued with passed courses only. No Certificate will be issued in such cases.

Grading system for Heritage Community College for all programs are as follows:



Final Score	Grade
50%- 69% (inclusive)	C
70%-79%(inclusive)	B
80%-100%(inclusive)	A

Reissue of certificate as well as transcript will be charged at \$25 per document. If student wants HCC to post the copy of certificate or transcript directly to any employer or institute that will be charged as per normal postage charges along with reissue fee.

Language Proficiency Assessment Policy

Instruction at Heritage Community College is conducted in English. International Students applying for admission to the college are required to provide evidence of English Language Proficiency prior to enrolment in order to ensure they have the language abilities necessary to successfully complete the program of their choice. Language proficiency requirements are admission requirements and may not be waived by either the institution or the student. The following are accepted:

For All Programs

International Students applying for admission to the College must demonstrate English-language proficiency by providing proof of ONE of the following:

- a. a minimum grade of "C" in BC English 12 or
- b. IELTS 5.5 or
- c. TOEFL 450
- d. College's ESC program

Procedure:

When the student has decided on a program of study, the admission representative reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.

In case of International student, the admission representative obtains evidence from the student that he/she meets the English-Language proficiency requirement and places the evidence in the student file.



Privacy Policy

HERITAGE COMMUNITY COLLEGE collects students' personal information for the following reasons:

- To maintain student records as required by PTIB
- To keep students/graduates informed of activities of the school.
- To issue T2202As in accordance with Canada Revenue Agency

Students' personal information is not used for any other purpose.

For all full career training programs:

HERITAGE COMMUNITY COLLEGE retains the full student file for a period of seven (7) years following the student's withdrawal, dismissal or graduation. After seven years, the full student record is destroyed using a secure destruction method.

HERITAGE COMMUNITY COLLEGE uploads a copy of the students' contract, transcripts and credential (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years by the third-party vendor.

Procedure for maintaining student files:

- 1) Student personal information is collected throughout the student's during of program of study at the institution. All required information regarding the student is placed in the student file.
- 2) Student files containing personal information are safely stored in locking file cabinets and access to the student files is limited to the appropriate administrative staff, Instructor, the Senior Education Administrator, and the School Owner.
- 3) When a student leaves the school either by withdrawal, dismissal or graduation a transcript is prepared showing the marks achieved in the courses completed. If the student has completed all courses within the program of study, a program credential is also prepared.
- 4) These documents are signed by the School Owner and copies of the signed documents are placed in the student file.
- 5) Within 30 days of the student leaving school, copies of the Enrolment Contract, Transcript and Diploma for full career training programs are sent to the third-party vendor for long term storage.



- 6) After documents are sent for long term storage, the full student file is placed in “inactive” student storage for one year.
- 7) At the end of one year, the student file is placed in “closed” storage for a further six years.
- 8) At the end of the seven-year period, the full student file may be destroyed using a secure destruction method.

Procedure for student access to the information on file:

- 1) Students wishing to access the information in the student file must make the request in writing.
- 2) The Senior Educational Administrator will meet with the student to review the file and will provide copies of any document the student requests.
- 3) The student will pay \$0.25 per page for the documents copied for him/her.

Procedure for authorizing release of information:

- 1) If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing.
- 2) The school will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation

Refund Policy

Heritage Community College offers programs in various areas. If student apply for withdrawal from program due to any reason, refund will be issued based on this policy. Heritage Community College insures that all refunds are completed by authorized designated person, based on refund requirements.

When a refund is due, an institution must provide it 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 notice from the registrar to issue a refund because the institution did not provide a work experience to a student or a student was admitted in an approved program without meeting the admission requirements

If a refund is due and the student has paid for but not received textbooks or other course materials, including equipment or uniforms, the institution must also refund the fees charged for these items. The table below shows the circumstances in which tuition must be refunded. Note: The effective contract date for a student enrolment contract is the later of:

- The date the student or representative of the student signed, or
- The date the institution signed

Circumstance	Tuition Refund Entitlement
<ul style="list-style-type: none"> • A student is enrolled in an approved program: <ul style="list-style-type: none"> o Without having met the admission requirements, and o Without having misrepresented his/her knowledge or skills when applying 	100% tuition refund and a 100% refund of all fees
<ul style="list-style-type: none"> • A student (other than a distance education student) does not attend the first 30% of the program 	Institution may retain up to 50% of the tuition
<ul style="list-style-type: none"> • The institution does not provide all the work experience hours of a program within 30 days of the contract end date, and 	100% tuition refund
<p>Institution receives a notice of withdrawal from a student, or an international student delivers a refusal of study permit:</p>	
Circumstance	Tuition Refund Entitlement
<ul style="list-style-type: none"> • No later than seven days after the effective contract date, and • Before the program start date. 	100% tuition refund
Between the date the contract was signed and the start date of the program, where that period is less than seven days	100% tuition refund



More than seven days after the effective contract date, and at least 30 days before the program start date	Institution may retain up to 10% of tuition, to a maximum of \$1,000
More than seven days after the effective contract date, and • less than 30 days before the program start date	Institution may retain up to 20% of tuition, to a maximum of \$1,300
After the program starts, but before 11% of instruction hours have been provided	Institution may retain up to 30% of tuition
After the program starts, and after 10% but before 30% of instruction hours have been provided	Institution may retain up to 50% of tuition
Institution delivers a notice of dismissal to a student:	
Before 11% of the instruction hours have been provided	Institution may retain up to 30% of tuition
After 10% but before 30% of the instruction hours have been provided	Institution may retain up to 50% of tuition

Work experience-related refunds: No refund needs to be issued if an institution offers a work experience component and a student does not attend or if a student fails to meet the criteria to complete the work experience program (e.g. by failing a class)

Sexual Misconduct Policy

Heritage Community College is committed to the prevention of and appropriate response to sexual misconduct.

1. Sexual misconduct includes the following:

- sexual assault;
- sexual exploitation;
- sexual harassment;
- stalking;
- indecent exposure;
- voyeurism;
- the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video;



- the attempt to commit an act of sexual misconduct; and
 - the threat to commit an act of sexual misconduct.
2. The process for making a complaint about sexual misconduct involving a student is as follows:
- Student/staff must make written complaint using complaint form available at college reception.
 - Compliant must include date of incident, person involved and/or any witness if applicable
3. The process for responding to a complaint of sexual misconduct involving a student/staff is as follows:
- 1) All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Concerns may be brought by staff, students or the public.
 - 2) The Senior Educational Administrator will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Senior Educational Administrator will meet with the student as soon as practicable.
 - 3) Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
 - 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
 - 5) The Senior Educational Administrator will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the student be dismissed from the Institution.



- 6) The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student, original will be placed in the school's Student File.
 - 7) If the student is issued a warning or placed on probation, the Senior Education Administrator and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
 - 8) If the recommendation is to dismiss the student, the Owner of the school will meet with the student to dismiss him/her from study at the school. The Owner of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school as per refund policy.
4. The process for making a report of sexual misconduct involving a student is as follows:
- The Senior Educational Administrator will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (iv) Give the student a warning setting out the consequences of further misconduct;
 - (v) Set a probationary period with appropriate conditions; or
 - (vi) Recommend that the student be dismissed from the Institution.
 - A series of questions related to incident will be reported with accurate time and date of incident.
 - Any witness information will be noted if applicable.
5. The process for responding to a report of sexual misconduct involving a student is as follows:
- Based on reports from meeting with each party, a conclusion is reached and it will be reported to each person involved.
 - If it is direct case of sexual harassment, person will be dismissed from school immediately and concerned law enforcement agency will be notified of all finding and reports.



- If the student is issued a warning or placed on probation, the Senior Education Administrator and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
- If school authority is unable to reach at a final conclusion, a mediator help will be taken and investigation will be carried out as required.
- If complainant is not satisfied with mediator response, complainant will be notified about concerned law enforcement agency nearby where he/she can file direct complaint.
- College will do its best to resolve it ASAP but if required student can file complaint to concerned law enforcement agency. HCC will provide all information to law enforcement agency when requested.

Work Experience Policy

- 1) HERITAGE COMMUNITY COLLEGE provides work experience non-paid practicum placements for students who have completed the on-site portion of a program of study.
- 2) HERITAGE COMMUNITY COLLEGE ensures that work experience practicum placements provide an opportunity for its students to enhance the skills learned throughout completion of a program of study.
- 3) HERITAGE COMMUNITY COLLEGE seeks work experience practicum placements for its students with employers who are committed to introducing students to work in the field of study.
 - a) In the event a student is unsuccessful at an interview, the college will set up another interview with a suitable work experience site.
- 4) HERITAGE COMMUNITY COLLEGE works with work experience placement hosts to evaluate the student's performance during a work experience placement.
- 5) The work experience is a required part of the Heritage Community College Diploma in Accounting and Payroll administrator in which the student obtains practical skills relevant to the learning objectives of the program
- 6) The requirements for participation in the work experience are as follows:
 - a) Admission to the program and successful completion of theory component as per program outline
 - b) Permission of the instructor



Procedure:

1. Work experience practicum placements are sought through networking and direct contact by school staff. A host sites list is maintained for specific program by SEA
2. Work experience training site is identified by SEA or any designated person from HCC, the Senior Educational Administrator contacts the proposed site to assess the commitment of the training place host to enhancing student learning. The Senior Educational Administrator explains the school's expectations with respect to joint evaluation of student performance.
3. If the training place host is approved to accept work experience students, the host's name and contact information are entered on the school's roster of work experience placement sites.
4. When a student is ready for a work experience placement, the Senior Educational Administrator contacts the training place host to discuss a possible placement and training plan, and arranges an interview for the student.
5. If the student is successful at the interview, the Senior Educational Administrator prepares the Work Experience Agreement and Training Plan, the student will be notified and sign these documents. Copies of the documents are placed in the student's file and the student is given the original documents to deliver to the training place host. The Senior Educational Administrator advises the student's instructor of the placement dates.
 - a. In the case the student is unsuccessful with their initial interview, a second interview will be arranged. If the student is unsuccessful in their second interview, the responsibility would fall upon the student to arrange for a suitable placement, based upon the final approval of the College.
6. The Heritage Community College SEA will ensure that the host organization and students are familiar with the contents of the Workplace Experience Agreement and the responsibilities of all parties
7. Heritage Community College will monitor the student during the work experience by reviewing:
 - a) each scheduled practicum day whether the student is attending the work experience; and
 - b) each day following a scheduled practicum day whether the student is meeting the learning objectives of the Heritage Community College of the Program
8. Student will not be provided with any compensation for this practicum placement and no transportation will be provided. Student must use their own transportation.



9. The student will be provided with at least one written evaluation in relation to the work experience component
10. If student decided not join host organization without any reason, he/she will be responsible for not completing work placement and hence program will remain incomplete.
11. At the end of the work experience placement, the Instructor meets with the training place host and the student to conduct an assessment of the student's performance throughout the work experience placement. The assessment is designed to include the student's performance at the work site of the skills learned during completion of the program of study. The completed assessment is signed by the instructor, the training place host and the student. A copy of the assessment is given to the training place host and the student. The original assessment is placed in the student's file.

Practicum Hours by Program:

Program Name	# of practicum hours
Diploma in International Business	240 hours
Digital Marketing Management	160 hours
Marketing Administration	140 hours
Health Care Assistant	290 hours
Network Support Administrative	80 hours
Human Resources Administration	160 hours
Accounting & Payroll	140 hours

Continued.....



Student Handbook Acceptance and Receipt

I hereby acknowledge the receipt of Heritage Community College Student Handbook. I have read the contents and I acknowledge I understand the contents.

I understand that it is my continued responsibility to read and know the contents of the Student Handbook.

Student Name: [print] _____

Student name: [signature] _____

Date Signed: _____

NOTE: please return this page after reading the student handbook and signing above with your name, signature and date.