



# Policy Manual

## INTRODUCTION

Rosewood College is a Post-Secondary School which provide education and training for in-demand career-focused programs. These programs allow graduates to get the opportunity to enter the employment market with the necessary aptitude and hands-on experience.

Rosewood College recognizes the necessity for maintaining the highest ethical standards to ensure students can successfully complete their studies. This may be accomplished through ongoing workshops, seminars, and written materials posted on Rosewood College's website.

Violations of the policies and standards may be subjected to suspension and/or expulsion.

## ACADEMIC POLICIES

In accordance with the Alberta Student Enrolment Contract for Licensed Vocational Training Programs, below is Rosewood College Policy for the 2018-2019 academic year.

### Refund of Registration Fee

If a student terminates the contract before training (classes) begin, Rosewood College is entitled to keep the registration fee in the amount of \$50.00 paid by or on behalf of the student.

We will refund registration fee that has been paid by or on behalf of the student if

- We terminate the contract before the training (classes) begins.
- Training (classes) does not begin on the commencement date set out in the contract.

### Cooling Off Period

If a student terminates the contract on OR before the 4th business day after signing the contract, Rosewood College will refund any tuition or other fee paid by or on behalf of the student.

### Tuition

A payment plan for tuition can be arranged to suit students' individual needs. Payments can be made by post-dated or certified cheque. In addition, students may consider options from other financial institutions or from the provincial student assistance program if they qualify. Please see below a link to the Alberta Student Aid website for your reference. <https://studentaid.alberta.ca/>



## Refund of Tuition

If a student contract is terminated after training (classes) begin, Rosewood College is entitled to the following amounts of tuition:

<b>10% OR LESS TRAINING (CLASSES) ATTENDED</b>				
Health Care Aide Duration: 17 weeks Approximate days: 1 – 12 days	Beauty & Esthetics Duration: 22 weeks Approximate days: 1 – 15 days	Beauty & Esthetics Duration: 30 weeks Approximate days: 1 – 21 days	Payroll & Accounting Duration: 52 weeks Approximate days: 1 – 36 days	<b>The College will keep 25% of tuition fee</b>
<b>MORE THAN 10% BUT 50% OR LESS TRAINING (CLASSES) ATTENDED</b>				
Health Care Aide Duration: 17 weeks Approximate days: 13 – 58 days	Beauty & Esthetics Duration: 22 weeks Approximate days: 16 – 75 days	Beauty & Esthetics Duration: 30 weeks Approximate days: 22 – 107 days	Payroll & Accounting Duration: 52 weeks Approximate days: 37 – 181 days	<b>The College will keep 60% of tuition fee</b>
<b>MORE THAN 50% TRAINING (CLASSES) ATTENDED</b>				
Health Care Aide Duration: 17 weeks Approximate days: 59 – 116 days	Beauty & Esthetics Duration: 22 weeks Approximate days: 77 – 151 days	Beauty & Esthetics Duration: 30 weeks Approximate days: 108 – 214 days	Payroll & Accounting Duration: 52 weeks Approximate days: 182 – 363 days	<b>The College will keep 100% of tuition fee</b>

## Withdrawal Policy

For the purpose of Alberta student funding, Rosewood College must consider a funded student as withdrawn under any of the following circumstances:

- As per section 6 (c) of the Alberta Institution Designation Agreement, when a student has missed five consecutive class days without contacting the institution, before or during the absence, to provide a reasonable excuse. In this case, the effective date of the student's withdrawal is the first of the five days that the student was absent.
- When a student with a reasonable excuse is absent for more than 30 consecutive days, the effective date of the withdrawal is the first day during this period that the student was absent.
- When a student has excessive absences that will prevent him/her from successfully completing the program within the scheduled study period. In this case the effective date of student's withdrawal is the last day that the student was in attendance.



## **Outstanding Fees**

Failure to pay tuition or other fees due to the College is considered a debt to the college. The College has the right to withhold any credentials until fees are paid in full.

## **Attendance**

Rosewood College expects students to make full use of their educational opportunities by regular class attendance and to assume the academic risks incurred by absences. We are committed to ensure that standards of practice are achieved at every level of the classroom.

Instructors may set such standards of attendance as they deem necessary for the satisfactory conduct of their courses.

Absences lasting for more than two consecutive days must be accompanied by a valid reason with the proper documentation. A reasonable excuse for an absence must describe circumstances requiring the student's absence (e.g. medical, family emergency, etc.).

Students who fail to meet these standards may be warned by the instructor and eventually receive a Professional Performance Advisory notice, the purpose of this written notice is to clearly communicate and identify the concerns that have become evident.

## **Clinical/Practicum**

A student placement is an unpaid education experience. This allow the student to put classroom theory into practice to gain the valuable skills that will support them later in their careers.

Students are expected to attend placements arranged by the College to meet the requirement to complete their program.

## **Credentials**

Refers to a certificate, diploma, transcript approved by a post-secondary College. The certificate, diploma and/or transcript is awarded to graduates upon successful completing the program, it is valid only when the seal is affixed by the Registrar's Office. All fees are to be paid in full to receive your credentials.

## **Graduation**

Graduation marks a student's successful completion of their prescribed program of study.

Ensuring that Rosewood College students have met a minimum standard of academic achievement by acknowledging the quality of our programs and the preparation of our students to enter the workplace.

## **Harassment and Discrimination**

Rosewood College has a zero-tolerance policy regarding harassment and /or discrimination of any form.

We are committed to providing a collegial environment in which all individuals are treated with respect and dignity. Each student has the right to study in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices. Harassment is offensive, degrading and threatening, harassment will not be tolerated at the College.



We encourage students to report all incidents related to harassment to administration, regardless of whom the offender may be.

### **Misuse of College Property**

Students who damage, misuse, steal or otherwise use property in a manner prohibited by common sense may be written up and will be required to reimburse the College.

### **Plagiarism and Cheating**

Cheating, plagiarism, alteration of records, bribery, falsification of information, theft or solicitation of another student's assignments, paperwork, tests, or personal belongings, and intentionally attempting to assist another student to commit any act of academic dishonesty, will not be tolerated.

### **Privacy**

Rosewood College respects the right to privacy of its students and is committed to safeguarding the personal information of each student and graduate. We will not disclose a student's personal information without a prior written consent from the student.