



# Student Policy for International Students

## 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

Students applying from outside Canada must review and adhere to admission requirements and equivalencies.

Below is Rosewood College Policy for the 2018-2019 academic year.

### Admission Requirements

- Standard Student Admission:
  - All applicants must be 18 years or older.
  - All foreign credentials must be translated into English and equivalent to grade 12 level in Canada.
- Mature Student Admission:
  - All applicants must be 18 years or older.
  - All applicants must complete level 3 of the Canadian Achievement Survey Test for Adults (CAST) which is equivalent to CLB (Canadian Language Benchmark) level 7
  - Proof of English proficiency

### Application Fee and Document Assessment Fee

International Students are required to pay a non-refundable, non-transferable fee of (\$100.00) application fee and non-refundable, non-transferable document assessment fee of (\$400.00). Late Application fees may be charged if a student registers after the registration deadline indicated in the offer letter.

### Cancellation of Application

Rosewood College is entitled to keep the non-refundable, non-transferable fee in the amount of \$100.00 paid by or on behalf of the student.

### Withdrawal Policy

If a student withdraws prior to the start date of the program (assuming is/she paid all fees), they are eligible to receive a full refund off fees less the Application fee of (\$100.00) and Document Assessment fee of (\$400.00)



## **Tuition**

Students are informed of all fees related to the program of study during the admission process. A payment plan for tuition can be arranged to suit students' individual needs and is due according to the terms of any payment plan negotiated with a College Student Advisor. Payments can be made by post-dated or certified cheque. All tuition and other fees must be paid in full prior to the academic end date specified on a student's enrollment contract.

## **When is Tuition Due**

Students are responsible to have their financing in place, tuition is due in full four weeks before the program start date.

## **Tuition Costs – All tuition costs are calculated in Canadian Dollars**

| <b>Name of Program</b>                                       | <b>Length</b> | <b>Tuition</b> |
|--|---------------|----------------|
| Health Care Aide   | 18 weeks      | \$8,200.00     |
| Beautician & Esthetician                                     | 22 weeks      | \$9,700.00     |
| Beautician & Esthetician with Hairstyling and Hair Extension | 30 weeks      | \$12,750.00    |
| Payroll and Accounting                                       | 52 weeks      | \$14,500.00    |

**TOTAL COST MAY CHANGE WITHOUT NOTICE DUE TO OTHER SUPPLIES RELATED TO THE PROGRAM.**

## **Refund of Tuition**

All International Students refund(s) must be initiated within 30 days of withdrawal.

All refunds are issued directly to the registrant by cheque.

In order to initiate a refund, written notice must be provided by the student at the time of withdraw or by a College Representative if the College dismisses the students for misconduct.

If the College received a tuition fee in excess of the amount that the college is entitled, the College shall refund the excess amount.

Any tuition fee refunded will be sent back to the government agency or person from which it was received.



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<br>Duration: 17 weeks<br>Approximate days:<br>1 – 12 days   | Beauty & Esthetics<br>Duration: 22 weeks<br>Approximate days:<br>1 – 15 days   | Beauty & Esthetics<br>Duration: 30 weeks<br>Approximate days:<br>1 – 21 days    | Payroll & Accounting<br>Duration: 52 weeks<br>Approximate days:<br>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<br>Duration: 17 weeks<br>Approximate days<br>13 – 58 days   | Beauty & Esthetics<br>Duration: 22 weeks<br>Approximate days:<br>16 – 75 days  | Beauty & Esthetics<br>Duration: 30 weeks<br>Approximate days:<br>22 – 107 days  | Payroll & Accounting<br>Duration: 52 weeks<br>Approximate days:<br>37 – 181 days  | <b>The College will keep 60% of tuition fee</b>  |
| <b>MORE THAN 50% TRAINING (CLASSES) ATTENDED</b>                             |  |   |   |  |
| Health Care Aide<br>Duration: 18 weeks<br>Approximate days:<br>59 – 116 days | Beauty & Esthetics<br>Duration: 22 weeks<br>Approximate days:<br>77 – 151 days | Beauty & Esthetics<br>Duration: 30 weeks<br>Approximate days:<br>108 – 214 days | Payroll & Accounting<br>Duration: 52 weeks<br>Approximate days:<br>182 – 363 days | <b>The College will keep 100% of tuition fee</b> |

### **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.

Students who miss five days without authorization will be withdrawn from the College.

## **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.

Students who miss five days without authorization will be withdrawn from the College.

## **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.



### **Complaint and Dispute Resolution**

Rosewood College provides an opportunity for students to resolve disputes of a serious nature in a fair, reasonable and equitable manner.

When a concern arises, the student should first attempt to approach the instructor or other authorized individual to discuss the area of concern. If the concern(s) cannot be resolved verbally, the student is required to submit the complaint in writing to the President of Rosewood College.

Upon review of the complaints and any other relevant information the President will arrange to meet with the student to discuss the concern as soon as possible and within five school days of receiving the student's written complaint.

Following the meeting with the student, the President will conduct whatever enquiries and/or investigations are necessary and provide a written response to the student that includes reasons for the determination on the complaint.

If the student is not satisfied with the outcome, they can escalate their complaint to the Private Vocational Training office for further handling.

### **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 is responsible for the confidentiality of student records and following the Personal Information Protection Act (PIPA). 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.