

## Policy# 413

### Policy 413-Student Respectful and Fair Treatment-2024-01-04

Canada College of Arts & Business  
Name of Institution

04225

Institution Number

Respectful and Fair Treatment  
of Students Policy  
Name of Policy

September, 2017  
Effective Date

Jan/04/2024  
Latest Revision Date

May/06/2022

Previous Revision

#### **Objective of Policy:**

Canada College of Arts & Business wishes to ensure students are aware of their rights and responsibilities.

#### **Policy:**

1. While on Canada College of Arts & Business or during activities or events hosted by the college the following activities are prohibited:
  - bullying,
  - harassment,
  - discrimination
  - Sexual misconduct
2. Students have the right to be treated fairly and respectfully by Canada College of Arts & Business.
3. You have the right to a student enrolment contract that includes the following information:
  - amount of tuition and any additional fee for your program.
  - refund policy.
  - if your program includes work experience, the requirements to participate in the work experience and the geographic area where it will be provided.
  - whether the program was approved by PTIB or does not require approval.
  - read, sign, and receive your signed copy of the contract.
  - access to the institution's dispute resolution process and to be protected against retaliation for making a complaint.
4. You have the right to make a claim to PTIB for a tuition refund if:

- Canada College Vancouver ceased to hold a certificate before you completed an approved program.
  
- You were misled about a significant aspect of your approved program.

You must file the claim within one year of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:  
<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>