

Mission Statement

The Professional Institute of Management and Technology (PIMT) is dedicated to offering a pathway for individuals to cultivate the essential skills, knowledge, and attitudes required to excel as professionals. We uphold the highest standards in academic excellence, ethical conduct, and professional behavior.

At PIMT, we are devoted to fostering a positive and supportive atmosphere that respects the dignity and integrity of all participants, while also celebrating the unique qualities of our staff and students.

Furthermore, PIMT is committed to laying a solid educational groundwork. This foundation empowers our students to accurately understand and apply the ever-growing body of knowledge in the realms of Business, Massage Therapy and Supply Chain Management domain.

Standards of Conduct

Acceptable standards of conduct and deportment are always in effect at the institute. Violation of the standards of conduct may result in expulsion. Unsatisfactory conduct includes, but not limited to the following:

1. Violation of the school's substance abuse policy.
2. Sexual activity on the Institute premises and/or sexual advances in any setting.
3. Any inappropriate interaction between students and staff is detrimental to a positive learning experience.
4. Taking and/or using any property belonging to the school and/or others without permission.
5. Verbal abuse, physical abuse, violence, or threats of violence toward any student, faculty, or staff member.
6. Breach of privacy or confidentiality
7. Inappropriate attire or hygiene.
8. Failure to work with clients in a professional and responsible manner.
9. Any negative representation of the school while on or about School Property.
10. Any other inappropriate or unethical conduct as deemed by the Management.

In addition to the above the following standards apply solely to the students registered in the Advanced Massage Therapy program:

1. Misrepresentation of the curative powers of Massage Therapy.
2. Misrepresentation of your status of "Massage Therapy Student" to the public or any health care professional.

Substance Abuse Policy

Students are prohibited from using, processing, exchanging, selling illicit drugs and/or use of alcohol while on school premises or while engaged in school sponsored activity. Students are also prohibited from attending classes or classes related activities while under the influence of alcohol or illegal drugs.

No Smoking Policy

PIMT Is committed to providing a smoke free environment for all students, faculty, and staff. Therefore, smoking is not permitted on the premises. Smoking outside the building (back alley) is permitted. Please discard cigarettes properly.

Attendance Policy

It is the commitment of the entire staff at the College to provide the necessary assistance and guidance to you during your course of studies.

1. Students enrolled at the College are required to attend the school according to their contractual agreement. Maintaining good attendance and satisfactory progress in your program are essential elements in determining whether you are allowed to continue with your studies at the College. Satisfactory progress is defined as completing projects, tests, and modules in accordance with program expectations as explained by your instructor.
2. Attendance is recorded from the first day of scheduled classes and not the first day of attendance.
3. Punctuality is as important as good attendance. If a student is late, the student is responsible for notifying the school before the start of classes. If a student misses more than 50% of a class, the student is counted as absent for that class.
4. If the student is absent from school, the student is responsible for notifying the school before the start of classes on the day of absence. The student is also responsible for notifying the thirdparty funder, if applicable, of the absence.
5. Students who are absent from school must provide documentation of the reason for their absence. In the event of illness, the student should provide a note from a physician. All absences are recorded regardless of the reason for the absence.
6. If a student is unable to attend school for five (5) consecutive days, regardless of the reason for the absence, he or she will receive a warning in writing and must obtain permission from the College to resume studies.
7. Students who are absent for fifteen (15) consecutive school days will be dismissed from the College.
8. Students whose absences exceed 10% of the total hours of the program of study (including the hours allocated to job search and practicum/clinical placement) will be terminated from the College.
9. The College is required to report any attendance irregularities to funding agencies. These agencies include the provincial Student Loan Office, Worker's Compensation Board, Human Resources Skills Development Canada (EI) and

private insurers. Students funded by any of these agencies may be subject to further attendance requirements imposed by the funder. Poor attendance may affect a student's eligibility for funding.

10. The College will place a student on probation should there be a regular routine of poor attendance, particularly where poor attendance is coupled with poor academic performance and/or failure to maintain course completion dates.
11. If a student is dismissed from study, the student may not return to the College under the same contract. If the student wishes to return to study at the College, he or she will be required to negotiate a new contract. If additional funding is required, you must apply.

By signing this document, the student acknowledges that he/she has read this document, understands its contents and agrees to abide by the conditions set forth above.]

Student Printed Name

Date

Student Signature

Director Signature

Academic Integrity Policy

The Professional Institute of Management and Technology holds the concept of Academic Integrity in high regard. We seek to ensure that learning and evaluation processes in our college are principled and honest.

The Academic Integrity Policy has been devised to serve both students and staff alike in their work toward academic excellence.

Academic integrity is required and expected of all students and staff at the campus. We are all responsible for upholding and applying this policy.

Academic fraud will not be tolerated, and disciplinary measures will be taken in accordance with this policy.

Academic fraud can manifest as cheating and/or plagiarism.

Cheating is dishonest presentation of work, in all its aspects.

Plagiarism is taking the ideas, words, work, data, and statements of another person and presenting it as one's own. It is the student's responsibility to appropriately quote the work of another.

Academic fraud offenses include, but are not limited to:

- Copying from a colleague during an examination.
- Unapproved collaboration.
- Alteration of records and/or submission of false records.
- Copying and submitting the work (or parts of the work), may it be in hard copy or electronic form,
 - of another student, as one's own.
- Possessing and using unauthorized material during an examination.
- Plagiarizing materials in their completeness or parts thereof without appropriately citing the original source.
- Allowing another student to take an examination in one's place.
- Aiding other students to cheat.
- Malicious actions that compromise or destroy another student's work.
- Dishonesty in requests for makeup examinations or extension deadlines.
- Sale of papers, presentations, research, or other academic works, unless such program is approved by the Academic office.

During an examination, the following rules must be observed:

- The student is expected to read the examination instructions carefully. If the student does not understand any part of the instructions, the student must ask for clarification;
- Should a student not understand a question, the student may ask for clarification; in this respect, an Examiner may not provide any information to the student that would assist substantively with the content of the question.
- Examiners will not, under any circumstance, provide answers for examination questions;
- The use of cell phones is prohibited during examinations;
- Unapproved materials cannot be used by any student during examinations;

- Should a student have any questions during examinations, he or she will address the question (s) only to the Examiner, and not to any of his or her colleagues;
- Students may not have access to any academic materials during examinations, without the express permission of the Examiner.
- The Examiner may implement any other rules at the time of the examination to ensure a fair and honest academic environment.

Academic Penalties

1. First offense: Reprimand/call to attention (take the cell phone away, request for books to be placed on the floor, etc.);
2. Second offense (any of the following, at the Examiner's discretion, in accordance with the status of the student: first or repeat offender):
 - a. Request that the student repeats the examination up to a cap mark.
 - b. The examination will be marked "0" with the opportunity to re-submit.
 - c. The examination will be marked "0" with no opportunity to re-submit;
3. Repeat offenders (second examination): the Examiner will request that the student be placed on Academic probation upon approval of measure by the Academic Office.
4. Repeat offenders (third time)
 - a. Temporary suspension.
 - b. Expulsion from college.

Student Appeals

At any step in the process, the student can appeal against the decision of the Examiner and can request a meeting with a representative of the Academic Office.

The student must produce a written account of the events when meeting with the Academic Office representative and bring in any supportive documentation, if applicable.

Privacy Policy

What information do we collect?

We collect information from you when you fill out a form. This information is kept protected via current industry-standard information security methods.

When requesting more information on our site, as appropriate, you may be asked to enter your name, email address, mailing address or phone number.

What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

- To send you information you requested
- To send periodic emails

The email address you provide will only be used to send you information and updates pertaining to the information you requested. Note, if at any time you would like to unsubscribe from our emails, you will be able to do so by following the detailed unsubscribe instructions at the bottom of each email.

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information. The database which holds your personal information is encrypted using modern software encryption and can only be accessed by approved staff.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer your personally identifiable information to outside parties.

Online Privacy Policy Only

This online privacy policy applies only to information collected through our website and not to information collected offline.

Student Records Policy

Definitions:

Student – As used in this policy means any person registered at Professional Institute of Management and Technology for full-time or part-time study in a program that leads to a post-secondary diploma or certificate of the College.

Alumnus or alumna – As used in this policy means any person who has received a post-secondary diploma or certificate from the College.

Former student – As used in this policy means any person who is not a student or an alumnus or alumna who has been registered at the College in a program and is no longer registered at the College.

Official student academic record– The official student academic record refers to information relating to a student's admission to and academic performance at the College including, but not limited to:

- Personal information such as name, student number, citizenship, identifying number.
- Registration and enrolment information.
- Results for each course and academic period.
- Narrative evaluations of a student's academic performance after his or her admission, used to judge his or her progress through an academic program.
- Basis for a student's admission such as the application for admission and supporting documents.
- Results of petitions and appeals filed by a student
- Medical information relevant to a student's academic performance which has been furnished at the request or with the consent of the student.

- Letters of reference which may or may not have been provided on the understanding that they shall be maintained in confidence.
- Personal and biographical information such as address and telephone number.
- Criminal record checks.

The College has a legal obligation to protect the student's right to privacy and to make judicious use of student data and academic information in its possession as required by the Freedom of Information and Protection of Privacy Act

The purpose of this policy is to ensure that students, alumni, and former students are allowed as great a degree of access to their own academic records as is academically justifiable and administratively feasible. Students' records must be kept confidential and private.

Access to Official Student Academic Records

Access by a Student

A student may examine and have copies made of his or her official student academic record except for those portions of the record which comprise letters of reference, which have been provided or obtained on the expressed or implied understanding that they shall be maintained in confidence. A student may, however, be advised of the identity of the authors of any confidential letters contained in his or her official academic record.

A student's request to examine a part of his or her official student academic record shall be made in writing and shall be complied with by the responsible authorities within the College. Such compliance shall occur within thirty (30) days of receipt of the request, or within such lesser period as determine.

A student has the right to challenge the accuracy of his or her official student academic record up to thirty (30) days after graduation, with the exception of letters of reference, which have been provided or obtained on the expressed or implied understanding that they shall be maintained in confidence, and to have his or her official student academic record supplemented with comments so long as the sources of such comments are identified and the official student academic record remains securely within the custody of the academic division. Reference to such comments does not appear on reports such as transcripts or statements of results.

Access by Alumni and Former Students

An alumnus or alumna or a former student may examine and have copies made of his or her academic record as defined in this policy.

A request from an alumnus or alumna or a former student to examine the portion of the official student academic record shall be made in writing and shall be complied with by the responsible authorities within the College. Such compliance shall occur within ninety (90) days of receipt of the request, or within such lesser period as determine.

An alumnus or alumna or a former student shall have the right to challenge the accuracy of his or her official student academic record only under such terms and conditions as the academic division may determine and publish in the divisional calendar.

Note: Only items kept on file after the date of graduation are those documents outlined in the PCC act and in accordance with the PCC, they're only kept on site for a period of three (7) years following the

Last Day of Attendance.

Members of the teaching and administrative staff of the College and members of official College committees shall have access to relevant portions of an official student academic record for purposes related to the performance of their duties. A staff member requesting information must have a legitimate need to have the requested information for the effective functioning of his or her position or office. Access to medical information shall be granted to members of the teaching and administrative staff only with the prior expressed or implied consent of the student and, if applicable, in the case of a medical assessment, the originator (e.g., physician) of such.

Access by College Organizations

Recognized organizations in the College shall have access to a student's registration and enrollment information as well as to the address and telephone number of students named by that organization for the legitimate internal use of that organization.

- Names and addresses of students will also be provided to recognized college organizations for the purpose of distributing information when all the following conditions are met:
- The name and address information are not released to a third party.
- The name and address information are not used for commercial purposes.
- The information to be distributed is intended to provide information about the College and is not primarily advertisements for non-College organizations; and campus organization agrees to use the name and address information only for the specific purpose for which it was provided.

Access by others

By the act of registration, a student gives implicit consent for a minimal amount of information to be made freely available to all enquirers:

- The academic division(s), college program(s) and the session(s) in which a student is or has been registered.
- College degree(s), diploma(s) received and date(s) of graduation.
- General statistical material drawn from academic records not disclosing the identities of students, alumni and former students may be released for research and informational purposes authorized by the College by the academic division maintaining these records.
- If a student, alumnus or alumna, or a former student is deceased, the executors of his or her estate shall have access to the official student academic record under the same terms as would the individual if he or she were still living.
- If a third party is used to collect outstanding debt.

Refusal of Access to Official Student Academic Records

The College reserves the right to withhold access to the statements of results and transcripts of students, alumni and former students who have outstanding debts or obligations to the College. The College may also choose not to release the official diploma to such persons or to provide written or oral certifications on their behalf.

Custody and Retention of Official Student Academic Records

Academic records of students are normally under the custodial responsibility of The College Administrator. These files are kept in a locked filing cabinet in a locked office.

Students shall be informed of the College's policy and divisional procedures with respect to their official student academic records. Academic and administrative offices which handle student academic records and campus organizations shall develop administrative procedures in support of this policy. Academic records shall always be kept under appropriate security.

Sexual Harassment and Violence Policy

1. Sexual Violence Policy

- a) Professional Institute of Management and Technology has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involve its students.
- b) The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant.”

2. Definition of Sexual Violence

Sexual violence means any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened, or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

3. Investigating Reports of Sexual Violence

- a) Under this Sexual Violence Policy, any student of Professional Institute of Management and Technology may file a report of an incident or a complaint to the Chief Operating Officer, Chamara Perera, in writing. The other department(s) that may be involved in the investigation are as follows:
 - i. Human Resources – Franchise Support Centre

- b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the Chief Operating Officer, Chamara Perera, will respond promptly and:
- i. determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation.
 - ii. determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved.
 - iii. determine whether the incident should be referred immediately to the police. In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, PIMT, may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
 - iv. determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.
- c) Once an investigation is initiated, the following will occur:
- i. the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation.
 - ii. interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred.
 - iii. informing and interviewing the Respondent of the complaint, providing details of the allegations, and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation.
 - iv. interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses.

- v. providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and
- vi. following the investigation, the Chief Operating Officer, Chamara Perera will:
 - A. review all the evidence collected during the investigation.
 - B. determine whether sexual violence occurred; and if so
 - C. determine what disciplinary action, if any, should be taken as set out in Section 4 below.

4. Disciplinary Measures

- a) If it is determined by Professional Institute of Management and Technology that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
 - i. disciplinary action up to and including termination of employment of Instructors, Learning Coaches, or other staff; or
 - ii. expulsion of a student; and /or
 - iii. the placement of certain restrictions on the Respondent's ability to access certain premises or facilities;
 - iv. and/or any other actions that may be appropriate in the circumstances.

5. Making False Statements

- a) It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.
- b) Individuals who violate this Sexual Violence Policy are subject to disciplinary and/or corrective action up to and including termination of employment of instructors/Learning Coaches, other staff, or expulsion of a student.

6. Reprisal

- a) It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.
- b) Individuals who violate the Sexual Violence Policy are subject to disciplinary and /or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

Health and Safety Policy

2.1 Intent:

Professional Institute of Management and Technology acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease from accidents or incidents is a continuing objective. We will make every effort to provide a safe and healthy work environment for all staff. We believe all accidents are preventable and active participation at all levels will help ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of our commitment, we will develop, implement, and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our employees and strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties in maintaining a safe and healthy work environment. PIMT will act in compliance with all applicable workplace health and safety legislation.

2.2 Guidelines:

Communication

The Professional Institute of Management and Technology encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
- Health and safety comments will be reviewed by human resources. They will initiate an investigation on each reported or potential hazard.
- Employees should inform their supervisor or human resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous, if so desired.

Responsibilities

Employers will:

- Supply an effective strategy to manage the occupational health and safety concerns of the company.
- Allocate and govern resources properly to achieve the health and safety requirements of employees, and those policies comply with the company's legal obligations.
- Foster a workplace culture of safety with appropriate leadership.
- Review policies annually for compliance and efficiency, and revise where necessary.
- Provide all relevant parties with a copy of all orders or reports issued to the employer by a Ministry of Labor inspector and inform the committee of any work-related incidents involving injury, death, or occupational illness.

Managers and supervisors will:

- Help develop, implement, and enforce company policies and procedures.
- Continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of employees.
- Use the process of hazard identification, risk management, and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control all hazards to employees.
- Be accountable for the health and safety of employees under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

Human resources will:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Advise management on safety and health policy issues.
- Coordinate health and safety inspections and follow up to ensure the completion of necessary corrective actions.
- Develop best practices that support a strong health and safety program.
- Design and develop accident and incident reports and investigation procedures.
- Maintain an up-to-date knowledge of applicable health and safety regulations as mandated locally, provincially, or federally.
- Design and develop company policies and procedures related to workplace safety and health issues.
- Review injury and illness trends and identify problem areas and solutions.

All staff and students will:

- Perform duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as outlined in company procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Learn the posted emergency plan detailing the facility's procedures pertaining to fire, weather, or medical emergency.
- Promote and monitor compliance with health and safety regulations.
- Monitor the effectiveness of existing health and safety programs and policies and assist with the implementation of improvements.
- Attend regular committee meetings.

Reporting Structures

Any concerns or near misses should be reported to the health and safety committee or representative and the appropriate manager. Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.

If an emergency occurs, employees must immediately report the incident to the Director. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property.

Complaint Resolution Policy

Policy Intent:

PIMT strives to provide you with the highest quality training available. Our staff have been carefully selected and trained to provide a professional, caring environment. Should we fall short of our goals we want you to let us know. Our staff is available to review and discuss any concerns you have and are ready to provide you with assistance.

The Complaint Procedure is designed to provide students with two processes, Informal and Formal, to resolve any concerns. Students are encouraged to address any concerns immediately with the staff member involved.

We encourage you to follow the steps as outlined in the following Complaint Resolution Policy if you have any concerns. Please do not let a minor problem develop into a major one. “HELP US TO HELP YOU.”

Students making a complaint are entitled to make oral submissions. Students are allowed to have a person present with them at all stages of the complaint and resolution process. Students also have the right to have this person make the verbal submission on his or her behalf.

Informal Complaint Process:

Should you have any problems or concerns during your training we encourage you to discuss them promptly with your instructor. If you require additional assistance, your instructor will approach or direct you to the staff member who will be able to help you. If for any reason the matter is not resolved, you should follow the Formal Complaint Process.

Formal Complaint Process:

In the event of an unsuccessful resolution to your informal complaint, the issue can usually be resolved by meeting with the Campus Director to review the concern and request a resolution. A meeting will be arranged with the Campus Director at your request.

1. A Student Complaint Form should be filled out prior to meeting with the Director of the college. The form is available at your college if you require one.
2. The description of the complaint should be very clear and concise including the nature of the problem, date of issue or occurrence, name(s) of parties involved (staff, other students, etc.) and copies of any important information regarding the complaint.
3. The Campus Director will arrange to meet with the student and/or designate within 3 business days of receiving the written complaint. If a resolution is mutually agreed to, the decision, reasons for the decision and the implementation plan should be documented on the Record of Complaint form and signed by both the Director and the student.
4. A photocopy of the Student Complaint form and Record of Complaint form should be put in the student file and give the original to the student.

******* In a separate file or binder, a copy of the Student Complaint Form, Record of Complaint, and any relevant supporting documents are to be kept on file for three years.**



Student Complaint Form

Name of Student: _____

Student Number: _____

Address: _____ City: _____

Postal Code: _____ Country: _____

Telephone: _____ Cellphone: _____

Student Complaint: *(If more space is required attach a separate sheet.)*

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Dismissal and Expulsion Policy

PIMT reserves the right to expel/dismiss a student whose conduct is deemed to be unsatisfactory. Such conduct includes academic fraud, non-payment of outstanding fees, not abiding by the code of conduct, significant omissions or errors in Admissions documentation, academic failure, non- attendance, harassment, bullying or discrimination, misuse of college property, endangerment of staff or students, and/or failure to abide by school rules and regulations as per the Student Handbook.

PIMT reserves the right to dismiss/expel any student prior to completing a program or course if it is determined that the student is not attending sessions when scheduled, has an unsatisfactory attitude, or has not adapted to the area of study.

Conditions of Expulsion

The following outlines the conditions under which an PIMT student may be expelled with cause. Conduct may include, but is not limited to:

1. **Academic fraud** – It is at the discretion of the college to expel a student for academic fraud. Academic fraud could be deemed as any action or deed, performed alone or with others, for the unfair advantage or benefit of themselves or others, or use of any word or phrase that could be construed as fraud, including:
 - a) reproduction of PIMT College courseware,
 - b) unapproved collaboration
 - c) alteration or records
 - d) bribery
 - e) plagiarism
 - f) dishonesty
 - g) cheating

2. **Outstanding fees** – where a student has outstanding tuition and/or fees owing and has not addressed or has made restitution within 7 days of receiving written notification from the Campus.
3. **Code of Conduct** –
 - a) Where a student has been put on suspension and after their return, fails to
 - b) comply with the rules and terms of the college.
 - c) Where a student is found under the influence of drugs and/or alcohol or
 - d) carrying weapons, the student will be subject to immediate expulsion.
 - e) Where a student has endangered or caused physical harm to a person or
 - f) property
 - g) Where a student has been disruptive in class or is insubordinate to a staff
 - h) member
4. **Admissions Policy** – the College will ensure that a registered student meets all the requirements for academic acceptance to the program. Where the student has provided inaccurate information on their application to the college, the student may be expelled.
5. **Academic Failure** – where a student fails to meet the academic requirements of their program. It is the sole decision of the college to offer any options to the student regarding alternatives for another program.
6. **Attendance** – where a student is not meeting the required attendance for the program. Students who do not meet the College's Attendance Policy without sufficient cause will result in automatic expulsion.
7. **Harassment or Discrimination** – the college will not allow or tolerate harassment or discrimination of any kind. This includes other students, staff members or visitors to the college.

8. **College Property** – where a student has caused damage, destroyed, misused, stolen or otherwise used the property of the college in an inappropriate manner. The student will be required to make restitution for any costs incurred.
9. **Endangerment of Staff or Students** – where a student has caused endangerment to a staff member or another student by an act of assault or by an action that could result in endangering the safety of themselves or others at the college.

Expulsion Procedure

At the discretion of the college and based upon the severity of the incident, the following steps may be taken prior to the expulsion/dismissal of the student:

- i. Verbal warning
- ii. Written warning
- iii. Suspension, and
- iv. Expulsion

Notification of Expulsion/ Dismissal

Where a student is subject to expulsion/dismissal for any of the above reasons, the student will receive notification in writing, either by hand deliver, electronically by email, or/by registered mail, with a return receipt to ensure receipt of notification. If the registered mail is returned to the college due to an invalid address provided by the student, the college is not responsible for non-delivery. The notification of expulsion/dismissal will contain the reason as well as the effective date of the expulsion.

Fees

Where a student has been expelled by the college, the student will be considered withdrawn from their program as of the expulsion date. The college will be required to calculate the student's account as of the official withdrawal date of the expulsion based on the College's Fee Refund Policy, determined by the requirements of the province in which the student is enrolled.

Student Withdrawal

Course withdrawal and refunds will be applied as per the student contract and in accordance with the Private Vocational Schools Regulations.

1. If the student decides to withdraw, they must complete the Student Withdrawal Form.
2. The withdrawal date used on the student's record will be the date this form is received by the College. This date will be used to determine if the student is eligible for any refund or if any fees are owed to the College.
3. The request will be reviewed by the administrator and paperwork will be processed in a timely manner.
4. The student will receive a letter with a response to the request within 10 business days from receiving this.
5. If funded by Alberta Student Aid, we will notify them to advise you are no longer a student. Any other province, it is up to the student to advise them of this change.
6. If a refund is owing (to the student or to the funder, this will be issued within 30 days as per the enrollment contract the student has signed.

Types of refunds:

After you sign your contract:

Every student is given a 4-day cooling off period, where they can change their mind without penalty. If they choose to cancel the Alberta Student Enrolment Contract on or before the 4th business day after they signed it, the college must refund any tuition or other fees they have paid (including the registration fee).

Before your program start date:

The college must refund your registration fee if:

- The student terminates the contract before the 4-day cooling off period.
- The school terminates the contract before the program start date.
- The program does not start by the agreed upon date and the student terminate your contract.

After your program start date:

Students may be entitled to a refund, under Section 17 of the Private Vocational Training Regulation, if the Alberta Student Enrolment Contract is cancelled after the program start date. The amount is based on how much of the program the student has already completed. If the student has paid all the tuition for the program and completed:

- less than 10% of the program, the refund is at minimum 75% of the tuition.
- more than 10% but less than 50% of the program, the refund is at minimum 40% of the tuition.
- more than 50% of the program, the college is not required to provide a refund.

If the student has not yet paid all the tuition for the program and completed:

- less than 10% of the program, the college is entitled to up to 25% of the total cost of tuition.
- more than 10% but less than 50% of the program, the college is entitled to up to 60% of the total cost of tuition.
- more than 50% of the program, the college is entitled to up to 100% of the total cost of tuition.

Students and the college can enter into a different agreement for the tuition refund if it meets the minimum requirements above. If the college received a tuition fee more than the amount they are entitled to, the college will refund the excess amount.

Refund eligibility:

Incidental Fees

Private Career Colleges are not required to refund incidental fees, such as:

- textbooks
- lesson materials
- supplies
- printing
- parking
- equipment

Completed over half of your program.

If the student has completed more than 50% of your program, the college is not required to provide a refund.

Changes to program delivery:

How your program is delivered to you may change without penalty, provided the training you receive meets the requirements outlined in your signed Alberta Student Enrolment Contract. If your lessons are being supplied, marked, and returned to you (such as through correspondence), then you are still able to complete your program and are not eligible for a refund.

Refund payments:

Refunds are paid to whomever paid the tuition fees. This could be:

- directly to the student, if they paid for their tuition
- your lender if the student has an outstanding student loan.
- a government, agency or person who paid for the student to complete the program.

If the refund does not cover the full amount of money the student borrowed or were provided to complete the program, they are responsible for paying for the remaining amount. The college can set up an affordable payment plan with the students based on their situation.

******* Student/ Lender should receive the refund within 30 days of your contract termination date.**



Withdrawal Form

Name: _____ Student Number: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____ Cellphone Number: _____

Program Name: _____ Start Date: _____

Reason for Withdrawal:

Last Date of Class Attended: _____

Refund and Penalty Calculation

Total Tuition Fees:	
Tuition Fees Received:	
Total weeks of the program:	
Number of weeks attended:	
Penalty:	
Amount of Penalty:	
Refund:	\$0

Student Signature: _____ Date: _____

Signature of School Official: _____ Date: _____

Graduation Requirements

Diplomas are awarded once the following criteria are met:

Program: Advanced Massage Therapy

- Completion of ALL required coursework with a minimum average of 60%
- Compliance with all rules and regulations of the institute, including the maintenance of professional standards of conduct.
- Meeting the 90% attendance requirement
- Payment in full for all tuition and fees according to your enrollment contract

Program: Business Administration Diploma

: Global Supply Chain Management Diploma

- Completion of ALL required coursework with a minimum grade of 70% in each course.
- Compliance with all rules and regulations of the institute, including the maintenance of professional standards of conduct.
- Meeting the 90% attendance requirement
- Payment in full for all tuition and fees according to your enrollment contract.

****** Please note – 1st copy of the document is free**

Any replacements are as follows:

Diploma - \$50.00

Transcript - \$ 30.00

Student Responsibility

It is the personal responsibility of each student to read and understand the policies and procedures presented in the document. Failure to do so does not relieve students of the responsibility regarding the policies outlined in this manual. It is a requirement of the student to read the Policies and Procedures Manual of the Institute. Policies changes made after publication of this paper will be available and distributed to all enrolled students. Policy changes will be binding on all students and staff.

A major goal at PIMT is to provide a successful and meaningful education for all students. To reach this goal, administration must be notified of any learning disability and be provided with a formal assessment by a qualified individual at the commencement of the program. Documents to assist in the process are found in the Student Resources supplied to each student.

Please note that if you are on Student Aid, additional policies for attendance **OVERRIDE** our policies. Please make sure that if you have a student loan, you are well versed in their policy manual.

Acknowledgement

I, acknowledge, understand, and agree to the following:

1. I have received and read the policies and procedures manual for PIMT.
2. I have received and read the course outlines for my program.
3. I have received, read, and signed the enrollment contract for PIMT.
4. I have provided all necessary information / documents to follow the college's policies e.g.) copy of ID, entrance requirements etc.
5. I agree to update the college as well as any funders who assist with paying for your education if there are any life changes. E.g.) Address, Phone Number, Email Address
- 6.

Student Full Name: _____

Student's Signature: _____

Date Signed: _____