



BREDIN
COLLEGE

Student Policy Handbook



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Bredin College Student Policy Handbook

Welcome to Bredin College!

Dear Student:

Welcome to Bredin College! You are about to begin one of the most exciting chapters of your life, this is the first step towards making a difference in your future. It is the start of your educational journey, and our College faculty and staff are here to help you make your Bredin College experience a rewarding and successful one.

Here at Bredin College we create a student centric environment, and we will support you every step of the way to help you achieve success. You will find our College setting inviting, supportive and modern. We offer an education that is focused on your needs. It is our aim to encourage your academic and personal development and prepare you with knowledge and skills necessary to increase your potential during your time with us.

Whether you are in a Diploma or Certificate program, please review the handbook as it contains important information for you.

We are looking forward to you being a part of Bredin College.

Sincerely,

Debbie Green, CEO
Bredin College



Bredin College Student Policy Handbook

Mission

Preparing people to achieve economic independence.

Values

WE OVER ME

We are dedicated to YOUR success. We provide unmatched personal services. YOU are our priority, and WE CARE!

DIVERSITY AND INCLUSION

Equity, Diversity, and Inclusion are the hallmarks of our College. We need YOUR diversity to continue building a welcoming, inclusive, and responsive learning environment.

RESULTS DRIVEN

We pursue educational excellence as we develop and deliver high quality real-world, industry relevant education focused on YOU and the results you are seeking.

MODEL THE WAY

We are committed to empowering students to achieve personal, academic, and professional success. We will challenge and guide YOU to succeed!

Bredin Advantage

Short high-quality career programs

We are known for our hands-on curriculum and the high quality of our teaching.

Small classes and personalized tutoring in an active learning environment

It is proven, our students learn faster and perform better in smaller classes.

Industry-experienced instructors

Our instructors focus on teaching adults with various learning needs.

Affordable programs (funding options available)

Our programs are very competitive, and we offer students the support they need to complete their program.

Top-notch practicum placements with local organizations/companies

We help to find you industry-relevant practicum placements, so you can secure a great job once you graduate.



Bredin College Campuses

Edmonton

9th Floor 10004 – 104 Avenue NW
Edmonton, Alberta T5J 0K1
Phone: 780-784-2020

Spruce Grove

204 – 314 McLeod Ave
Spruce Grove, Alberta T7X 0J6
Phone: 780-571-8692

Red Deer

5th Floor 5010 – 43 Street
Red Deer, Alberta T4N 6H2
Phone: 403-967-1070

Bredin College Contacts

Office Hours are 8:30 a.m. to 4:30 p.m. Mountain Time Monday to Friday.
Communication sent to the College by students will be responded to within two (2) business days during our regular operational hours.

General Information: student.services@bredin.ca

Practicum Information: practicum@bredin.ca

Financial Information: student.finance@bredin.ca

780-784-2020

www.bredincollege.ca

Campus Manager: Ariaane Sayon, ariaane.sayon@bredin.ca

Program Manager, Nav Virk, nav.virk@bredin.ca

Director of Finance, Paul Johnson, paul.johnson@bredin.ca

CEO: Debbie Green, debbie.green@bredin.ca



Bredin College COVID-19 Protocols

Bredin College is dedicated to keeping our students, faculty, and all staff safe, health and safety are the forefront of our thinking, and we have policies and procedures in place to ensure this.

Bredin College will no longer have a masking and vaccine mandate for students and visitors.



Bredin College reviews our policies in line with changes to provincial and municipal laws and will adapt policies accordingly. Students and visitors will not be required to show proof of full immunization against COVID-19. There are many students, faculty, and staff who may wish to continue to mask and/or social distance, and we ask that everyone respect their choice.



Bredin College continues to encourage our staff and student population to get vaccinated against COVID-19. All the information you need is on the Government of Alberta's vaccine page about the safety and effectiveness of COVID-19 vaccines and how to book an appointment. Let's work together to keep our community safe.



Holidays

Bredin College will be closed on the following full days unless otherwise noted:

Holiday	Day Observed
Civic Holiday	First Monday in August
Labour Day	First Monday in September
Canada Day	July 1
Thanksgiving Day	Second Monday in October
National Day for Truth and Reconciliation	September 30
Remembrance Day	November 11
Christmas Break	Last two weeks in December
Family Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Easter Monday	Monday after Easter Sunday
Victoria Day	Third Monday in May

Emergency Closures

Bredin College will make all effort to communicate emergency closure to students via Campus Login, text and/or electronic communication.

Evacuation Procedures

The College will ensure that all students are aware of the emergency and evacuation procedures. Evacuation procedures will be discussed during Student Orientation and clear evacuation procedures are posted in classrooms as well as around the Campus.

In the event of an evacuation or emergency, please follow directions provided by College staff.

Privacy Policy

Bredin College collects personal information from our students in the regular course of doing business. This information is kept and protected via current industry-standard information security methods. This information may be shared with partners and other third parties when deemed necessary.

Accreditation



Bredin College is recognized, authorized, registered, and licensed by the competent authorities in the provinces and territories of Canada.



Student Finance

At Bredin College we understand the significant investment you have made in your education and your future. Students who enroll in a post-secondary institution and require external funding may enter into a funding agreement with an external agency. The College can assist student applicants in understanding and navigating the application process. Students are responsible for contacting student aid or their funding partner, informing and/or updating their status, and undertaking any recommendations from them if there are any changes in their program status.

We hope that the following information will assist you. If you require clarification on this section, please contact student.finance@bredin.ca.

Application Fees

Beginning October 1, 2021, any new student wishing to apply to Bredin College will pay a non-refundable application fee of \$75.

Tuition Fees

Tuition fees are payable as per the payment plan developed between the student and College staff. If you have any questions about payment plans, please contact the student.finance@bredin.ca.

Students using a student loan will be provided with a payment plan for tuition fees and other fees that will align with the disbursement plan received from Student Aid. College staff will work with each student to fully explain the disbursement plan and dates of payments to Bredin College.

Failure to pay tuition fees as established in the payment plan may prevent students from continuing their program, and consequently graduating. If students are not graduating on their original end date, they must inform Student Aid to extend their loan repayment grace period. Bredin College is not responsible for extending the grace period.

Students are ultimately responsible to pay all tuition fees to Bredin College. This applies to situations where the financing institution fails to disburse payments in a timely manner. Bredin College holds the right to withhold students' credentials in case of outstanding payments.

International Student Fees

International students may enter into payment plans with the College; the first payment is due the day the semester commences. The second payment is due at week 6 of the semester.

For example, fall term 2023 commences on September 25, 2023. Your initial deposit will be applied to your first terms tuition. In this example, payment One would be due on September 25, 2023, and payment Two would be due on or before October 23, 2023.

Prices per courses are on page 35 and we recommend meeting with a Finance Advisor to discuss individual cases.



Other Fees

Materials and textbook fees must be paid in full within the first TWO weeks of classes. Materials and textbooks for classes will not be released to students until the full payment for those items is received.

Students who have not paid their materials and textbook fees within two weeks of the start of classes will be required to have a payment plan in place with Student Finance.

Course Change Fees

- Students will not be charged course change fees if they have notified Student Finance in writing a minimum of 5 days before a course commences.
- Students will be required to pay a \$200.00 fee per program to change programs within the College once commenced in a program.
- Students will be required to pay a \$200.00 fee for an internal credit transfer for courses older than 2 years of graduating. Students wanting to change study modality such as from in-class to self-paced will also be subjected to a \$200 fee charge. This is a non-refundable fee.
- Students who have completed a Diploma program at Bredin College previously and wish to commence a new Diploma at Bredin College within 2 years of graduation will not pay an internal credit transfer fee. If the student's graduation day exceeds 2 years, they will be liable for the \$200 fee charge.
- Terminated or returning students will need to pay a \$200 administration fee to recommence into a course/s or program.
- Students who change practicum hosts without a valid reason will also incur a \$200 fee charge.

Withdrawals and Terminations

In the case that a student withdraws or is terminated, the student will be responsible for all outstanding fees owing to Bredin College, which includes books and other fees. Tuition fees are charged to students based on their attendance. Information regarding attendance can be found below in the "Refund Policies" section. An outline of outstanding tuition fees will be sent to students in the form of a Finance Withdrawal/Termination letter. If the student receives a letter stating they have outstanding tuition fees, the student must contact Bredin College to discuss payment. If payment cannot be paid in full, the student must have a payment plan with Bredin College. Failure to pay or establish a payment plan within 30 days of receiving the Finance Withdrawal/Termination letter will result in the student's account being sent to a collection agency.

Refund Policies

Bredin College follows the following refund policies according to the Private Vocational Schools Act, Section 17:

- (1) *If a student contract is terminated after the vocational training begins, the licensee is entitled to the following amounts of the tuition fees:*
 - (a) *When 10% or less of the vocational training has been provided, 25% of the tuition fees*



(b) When more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition fees

(c) When more than 50% of the vocational training has been provided, 100% of the tuition fees

(2) If a licensee has received tuition fees in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.

(3) To this section, vocational training provided by correspondence is provided as lessons are supplied, marked, and returned to the student.

For domestic and international students, if the student terminates a student contract on or before the 4th business day after signing the contract, the licensee must refund all tuition fees paid by or on behalf of the student.

In the event Bredin College ceases to deliver a program, all students currently in that program will be refunded all fees unless the college can make acceptable arrangements to enable completion of the program at no disadvantage to the student.

Refunds are paid to the student, individual, or organization that originally paid the tuition.

International Students

If your student visa permit is denied or delayed, you must contact Bredin College a minimum of 10 days before your course begins, to request a refund or to change your enrollment date. You may be entitled to full refund for a visa denial. Please contact student.finance@bredin.ca on or before 10 days to commencing a program. Students cancel within the first 3 days of a new term to receive a full refund on fees paid for that particular academic term. International students are not required to pay the entire program fees upfront.

Please contact student.finance@bredin.ca for questions or concerns on refund policies.

Textbooks, Supplies and Materials

Textbooks are charged separately from the cost of tuition. Textbooks and other materials can be provided by Bredin College unless otherwise stated at the time of enrollment. Students will have the option to buy used textbooks or have brand new textbooks purchased through the College. Used books must be the edition stated on the booklist and not any other version.

Bredin College takes no responsibility for lost or damaged textbooks. Replacement of books and materials are at the student's expense. Other books and materials may be used for reference purposes and shall remain the property of Bredin College. Any educational materials loaned to a student must be returned in the original condition before practicum placement, or a charge will apply.

Laptops

At the beginning of the program, each student must have their own laptop that meets the minimum operating requirements for attending all Bredin College programs, have a current working subscription to Microsoft Office 365 and internet connectivity. Students have the option to use a personal laptop that is in excellent working order and has wireless internet capability. The device will need to meet our learning requirements.

If a student would like to purchase a laptop through the College, please speak to a



Bredin College staff member. See Alberta Student Enrollment Contract available with College staff. The laptop provided by Bredin College under the Laptop Program becomes and will remain the property of the student, and as such, will be cared for by the student as per the Laptop Release Agreement. The Microsoft Office 365 subscription is valid for the duration of the program only. Students are required to bring their laptops to class every day.

Bredin College is not responsible for any damage and/or any technical issues that students may encounter while using their laptops. Please refer to the Laptop Release Agreement for how to deal with software and hardware issues with a laptop purchased through the College. Using a mobile phone device to attend classes is not permitted and can result in disciplinary action.

Consequences for Not Paying your Student Loan

Ignoring your student loan is a poor choice that can impact you and your finances in the long run. Below are some of the consequences that you may face should you default on your student loan payments:

- The Government of Canada, your provincial government, and/or your lending institution will take steps to recover the debt.
- These steps may include using collection agencies and/or taking legal action.
- All defaulted loans are reported to credit reporting agencies and will negatively affect your credit ratings.
- Any GST credit or income tax refund that you may be eligible to receive will be redirected to repay your loan.
- You will lose your eligibility for further loans until you bring your loans into good standing.
- We recommend that you connect with Student Aid in case you are finding it difficult to pay your student loans.
- You may be eligible for repayment options that are designed to help students going through financial difficulties.

Student Loan Repayment Assistance Options

Students may be eligible for the Repayment Assistance Plan if:

- You are currently repaying an Alberta or Canada student loan.
- Your student loans are in good standing.
- You are having difficulty making your payments. Use the estimator tool on the Government of Canada website to see if you might be eligible for Repayment Assistance.

For further information, please visit these links:

- <https://studentaid.alberta.ca/policy/student-aid-policy-manual/repayment/repayment-assistance-plan-rap/>
- <https://www.canada.ca/en/services/benefits/education/student-aid.html>

For more information on Student Loan Repayment please contact:

Alberta Student Aid 1-855-606-2096

NSLSC 1 888 815-4514

Monday through Friday: 7:30 a.m. to 8:30 p.m. Alberta time (MST)

Income Tax Receipts

Tuition fees are typically income tax-deductible. Bredin College will automatically issue

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an official Income Tax Receipt (T2202A) by the end of February for each calendar year the student attended Bredin College.

Below is a list of web links that you may use to gain access and knowledge about your student loan:

Student Aid

<https://studentaid.alberta.ca/>

Government Student Loans and Grants - Orientation Webinar

https://players.brightcove.net/2456793370001/Hkv5PUW4G_default/index.html?videoId=5859470801001

Student Loan Repayment Webinar

<https://studentaid.alberta.ca/resources/resources-for-students/student-loan-repayment-webinars/>

Loan Agreements

<https://studentaid.alberta.ca/applying-for-funding/getting-your-money/loan-agreements/>

Submit Your Loan Agreements to Canada Post: Alberta Student Loan Agreement

<https://studentaid.alberta.ca/media/62892/canada-post-outlets-alberta.pdf>

Student Aid Worksheet Full-time

<https://studentaid.alberta.ca/media/165832/fundingguide2019-20.pdf>

Funding Guide 2020-2021

<https://studentaid.alberta.ca/media/xz4kcwcl/fundingguide2020-21.pdf>

Loan Repayment

<https://studentaid.alberta.ca/media/165776/repayment-essentials.pdf>

Getting Your Money

<https://studentaid.alberta.ca/applying-for-funding/getting-your-money/>

Student Rights and Responsibilities

<https://www.alberta.ca/student-rights-responsibilities.aspx>

Have you checked out ALIS?

Bredin College students are encouraged to research and review the ALIS website to ensure they understand the job outcomes and scope of work you will experience on completion of the program you have selected.

The ALIS website is a valuable tool to help you decide if the course you are choosing is right for you.

ALIS

<https://alis.alberta.ca/>



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Student Administration

Who Are We?

At Bredin College, we are dedicated to your success! We will support you every step of the way because we care! Below are the services you can access as a student at Bredin College.

Student Services

Your Student Services representative at your Campus can help you understand Bredin College policies and processes. Contact Student Services at student.services@bredin.ca.

Career Services

Bredin College provides job search supports for all enrolled students throughout their program and up to two years after graduation. Our Career Services can assist in resume and cover letter reviews, interview preparations, job search, networking and other career and employment supports. Contact student.services@bredin.ca.

Personal Supports Services

Bredin College can assist you should you encounter any personal issues or challenges hindering you from being successful in your academic studies. Our staff are available to provide resources, information and appropriate referrals to other organizations and service providers. Contact the student.services@bredin.ca at the College.

The province of Alberta offers health and social service support to those in need of assistance. Alberta Family and Social Supports can be accessed here:

<https://www.alberta.ca/family-social-caregiver-supports.aspx>.

Personalized Support with MySSP

Bredin College students can receive support 24 hours a day at no cost via telephone, video, or chat, from a counsellor that understands the unique and diverse needs of students. The My SSP program is a free support service specially designed to help students overcome the challenges of juggling personal and academic lives. At orientation, students are encouraged to download the My SSP app for possible future use (<https://myssp.app/ca/signup>). Contact student.services@bredin.ca.

Financial Support Services

Bredin College can assist with student loan funding applications and other funding-related requests as needed. Students encountering any financial difficulties during their program of study are encouraged to connect with student.finance@bredin.ca to explore resources and other financing options.

Alumni Support

At Bredin College, we are very proud of our graduates and support our alumni for up to two years after completing their program. We have an Alumni Engagement Coordinator who can assist with:

- Resumes and Cover Letters
- Job search
- Interview practice
- Job maintenance

Academic Support Services

Bredin College offers services designed to ensure the academic success of all students.



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These include:

- Computer and technology bootcamp – a free 1-week program designed to ensure all students have the computer skills they need to participate and optimize their learning experience
- A dedicated Student Success Coach who hosts group and one-on-one sessions on such areas as exam preparation, learning strategies, stress management, study skills, time management, and career counseling.

Contact student.services@bredin.ca to access any of these services.

Students requiring assistance with printing and photocopying can connect with college staff for assistance. Printing availability for each student is limited at each Campus. Printer usage is strictly reserved for the printing of classroom assignments and/or materials.

Identification Cards (IDs)

All students enrolled at Bredin College will be provided with student identification cards. Individual photos of students will be taken before or during orientation day. Students are required to have their IDs while on Campus.

For lost or stolen IDs, please inform student.services@bredin.ca and a replacement card will be issued. There will be a fee of \$10 for replacement IDs.

Your student ID cards provide discounted pricing for various products and services including public transportation bus passes in some cities. Please check with the relevant organizations to find more information.

Student Policies

Attendance

Bredin College offers accelerated career-oriented programs that require students to be focused on their program of study. Regular attendance is an important component of student's success at Bredin College. Daily attendance records are kept on file and shared with funding agencies upon request. Please note that agencies may revoke financial assistance based upon unsatisfactory attendance.

Classroom Learning Attendance Requirements

A student attending Bredin College may NOT miss:

- More than ten percent (10%) of their total program days.
- More than five (5) consecutive days without any notification to the College.

Practicum Attendance Requirements

- Students must attend all the required hours of their practicum.
- Any missed hours must be made up prior to graduating.
- Students must notify both preceptor and Bredin College staff of any absences.

Exam Attendance Requirements

- Students must attend all exams and quizzes as required.
- Students who do not attend exams or arrive later than 10 minutes to an exam, will be required to sit an alternative exam within 5 working days of the original scheduled date.
- Students will be given a new date to sit the new exam, which is non-negotiable.

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- Students may also be liable for a \$100 re-sit fee, if they have not contacted the College within 3 days of a missed exam.
- Students who take their exams via our video interface platform must have their cameras on at all times. Students who do not comply with this rule will not be allowed to sit their exam.

Grading

- Instructors have up to 14 days to have work returned to students, instructors will aim to have all work marked in the shortest timeframe possible. This includes practicum tasks and assessments.
- Instructors have the right to get a second opinion on any graded work from other instructors or the CEO.

Student Responsibilities

The expectation is that students will complete all their course work and assessments on or before the scheduled end date for the courses in which they are enrolled. Extensions of exams and assignments will only be granted by Bredin College in consultation with the instructor on a one-time basis with sufficient documentation of illness or family emergency. Students cannot move into their practicum placement until they have completed all exams, tests, assignments, and assessments.

Approved extensions for assignments and assessments will not extend beyond 14 days after the end of the course date. Bredin College may consider longer extensions for extenuating circumstances on a case-by-case basis. Students enrolled in self-paced (individual study) courses must abide by the same course schedule and extension guidelines as students in instructor-led courses whether delivered face-to-face or online.

- Students must report an absence to their current instructor via e-mail before the start of class.
- Students have the responsibility to catch up on any work missed because of absences or late arrivals and early departures.
- Students must complete practicums within the allocated timeframes.

Consecutive and Non-consecutive Absences with Notification

A student may only miss 10% of their total program days and must communicate reasons for their absence to their instructor and/or Bredin College staff. For record purposes, students are encouraged to provide documentation to support their absence. The documents may be presented to the instructor or to Bredin College staff upon return to class.

Students are required to strictly adhere to Bredin College Attendance Policy as class attendance and participation are a key component of their success.

Consecutive Absences Without Communication/Notification – Abandonment

A student who is absent from class for five (5) consecutive days without notification to Bredin College will be withdrawn immediately. The student will be deemed as having abandoned and/or withdrawn from the program effective the last date of attendance.

Termination may ONLY be avoided if a student provides relevant and compelling



supporting documents to the instructor or to the Academic team upon return on the sixth day after five consecutive absences without communication/notification.

The College updates Student Aid about withdrawal status. Students are advised to connect with Alberta Student Aid to discuss implications of their termination which can include immediate repayment or ineligibility for future funding.

Late Arrivals and Early Departures

Students are expected to adhere to class hours as set by the College. Punctuality records are kept on student files and shared with funding agencies upon request.

- Late Arrival is defined as arriving for class fifteen (15) minutes or more after class starts.
- Early Departure is defined as leaving class fifteen (15) minutes or more before class ends.
- Students are required to inform their instructor ahead of time if they are to arrive late or depart early for class.
- The Student Portal will provide students with detailed attendance and punctuality reports.
- Late arrivals of more than 10 minutes to exams will result in a non-passing grade issued and a re-sit as per our policy on exam re-sits.

Pre-approved Leave of Absence

Bredin College realizes that students could face unexpected situations that may require them to take an extended period off from their studies. In such instances, at the administration's discretion, a student may be exceptionally granted a Leave of Absence (LOA).

- Students are required to write an email accompanied with supporting documents to student.services@bredin.ca to request a Leave of Absence.
- Consideration will only be given to EXCEPTIONAL CIRCUMSTANCES supported with relevant and compelling supporting documents.
- Students must submit a plan to catch up on missing class time and work with their instructor. The student will sign an Academic Plan to which they will adhere upon their return to class.
- Please note that a Leave of Absence may not always be possible and can be denied by the College.

Withdrawals

Students wishing to withdraw from their program of study are required to provide proper notice to the College. "Proper notice" is defined as a clear written notification of the student's intention to discontinue. This notice must be provided to the Academics department at your Campus.

Notices submitted verbally or by third parties are not acceptable and will not constitute a withdrawal.

Email Communications

Bredin College students are to only email Faculty and staff from their assigned Bredin College email address. All students are provided with a Bredin College email address on commencement of their programs.

Emails from personal accounts are not accepted, students must use and check their



Bredin College email accounts throughout their duration as students.

Termination

A student may be terminated from a program at Bredin College if one or more of the following situations arise:

- A student breaches Bredin College's Academic Integrity Policy.
- A student demonstrates other inappropriate conduct including, but not limited to, willful disruption of class, discrimination, sexual harassment, abusive or threatening language or gestures, injury to persons, damage to property, theft, and the use or distribution of illegal drugs, and/or the consumption of alcohol.
- A student fails to meet the Bredin College's Academic and/or Attendance Policy.
- A student fails to adhere to Bredin College's Tuition Payment Policy.
- A student fails to adhere to the Student Code of Conduct as stipulated below.

Diploma Completion Periods

A student has a maximum of 24 months to complete a 12-month Diploma including practicum. This includes breaks, terminations and leaves of absence during the 24-month period. If you do not complete your Diploma within a 24-month period, you will be required to retake the entire Diploma again at your own expense. If the original Diploma you enrolled into is superseded, you may not transfer any credits to the updated version and will be liable retake all courses regardless of previous courses.

Student Code of Conduct

Students are expected to conduct themselves in a professional and courteous manner with consideration given to fellow students and College staff, both online and in person.

- a. Students are expected to abide by the rules of the Alberta Human Rights Act http://www.qp.alberta.ca/1266.cfm?page=A25P5.cfm&leg_type=Acts&isbncln=97807779804788
Examples include non-discrimination in any form and zero tolerance to any sexual harassment.
- b. Students should abide by all College Policies and the student handbook.
- c. Students are expected to be available and ready for classes every day and to be on time for each scheduled class. Students are expected to respect break times provided by the instructor.
- d. Students must participate in all lectures, reviews, planned activities and complete all assignments/exercises as indicated in the program of study and as assigned by the instructor.
- e. Students must not disrupt classes and/or interfere with the instruction in the class.
- f. Students must not neglect safety procedures and practices or intentionally create safety hazards.
- g. Students must notify instructors or Academics department as appropriate, by email, of any circumstances that could negatively impact the successful completion of their program.
- h. No student shall subject any student or staff member of Bredin College to any form of harassment, disrespect, indignity, defamation, humiliation, injury, or violence in person or on any blogs, personal websites, or social networking sites (Teams Chat, D2L, Facebook, Twitter, YouTube, Snapchat, Instagram, LinkedIn). This type of behaviour can result in course suspension, program termination and possibly legal action.
- i. Any disruptive behaviour because of interpersonal problems between students will

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****Bredin College reserves the right to make changes to the Student Policy Handbook as needed to improve operations, communications, and regulation's compliance.**



result in all parties being asked to leave the classroom with possible attendance penalties.

- j. Students shall not misuse any equipment, materials or facilities including the printers, internet, email, school materials, administrative and common areas and other school resources belonging to the College or other students and staff.
- k. Students cannot leave personal belongings, which include laptops, textbooks, and supplies in the classroom. The College is not responsible for any student belongings left behind.
- l. At Bredin College, we require students to dress professionally. Students need to abide by the dress code. Please note that certain programs (for example, Medical Office Assistant with Unit Clerk) have specific dress codes.
- m. Online students are required to always have their cameras on during exams, quizzes, tests, and any form of graded assessments. If a student does not comply with this, they will automatically receive a score of zero and will be required to make up this assessment at alternative time and upon agreeing to turn on their camera.
- n. Bredin College student hoodies and toques are available for purchase and are approved for Campus wear.
- o. Smoking is only permitted in designated areas outside the College. Students are asked not to smoke on or around Campus entrance areas. Please review designated smoking areas at each Campus to avoid any building or municipal fines.
- p. Aggressive or abusive comments towards fellow students or Bredin College staff and faculty will not be tolerated as per the Student Code of Conduct policy. Ongoing abusive behaviour will result in program termination and or a legal recourse.

Classroom Lecture Recordings

All lectures are recorded to help students, faculty, and staff by:

- Supporting different teaching and learning approaches using online and hybrid learning modalities.
- Allowing repeated viewing and access to a lesson or learning materials for studying and learning.
- Supporting the assessment of student learning.
- Providing academic staff with recordings of their practice.

It is important to note that:

- Faculty and students are required to turn their cameras on during class, except for break times.
- Students may not distribute classroom recordings to anyone outside the class without the permission of the instructor.
- The chat logs are saved and are monitored.

Students may retain recordings of classes and other learning activities solely for personal review and **not for redistribution**. This is considered intellectual property of the Bredin Group of companies.

Drug and Alcohol Policy



Bredin College has strict policies with respect to student consumption and use of illegal and intoxicating substances. Students are not to attend classes or be on Campus premises while under the influence of drugs or alcohol and will be asked to leave the premises if they are under the influence.

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Weapons Policy



Bredin College promotes the highest level of safety and security in all its College activities. Accordingly, no person, while on property controlled or owned by Bredin College shall store and/or carry a weapon. A weapon is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, hunting or fishing knives, brass knuckles, replica or imitation firearms or any prohibited device as defined by the Criminal Code of Canada, such as pipe bombs.

Weapons on Campus



The College will seize any weapons found on Campus. These weapons will be turned over to the local police authorities where they can be retrieved. The individual carrying a weapon will be further required to sign an agreement to never carry a weapon while on College Campus. Individuals in possession of weapons on Campus may also be subject to disciplinary action up to and including expulsion from Bredin College, depending on the circumstances. In the case of prohibited or non-registered firearms and other illegal weapons, the individual may also be subject to criminal prosecution.

Audio/Visual Policy

The presence of a third-party audio and, particularly, video recording devices may inhibit open instruction and discussion of course material in the classroom. Video recording of lectures or instruction is strictly prohibited without the prior written consent of Bredin College. Any unauthorized or non-consensual audio or video recording of any person on Bredin College premises, or otherwise in relation to Bredin College curriculum, instruction and/or business may result in disciplinary action, including termination from the program.

Disciplinary Measures

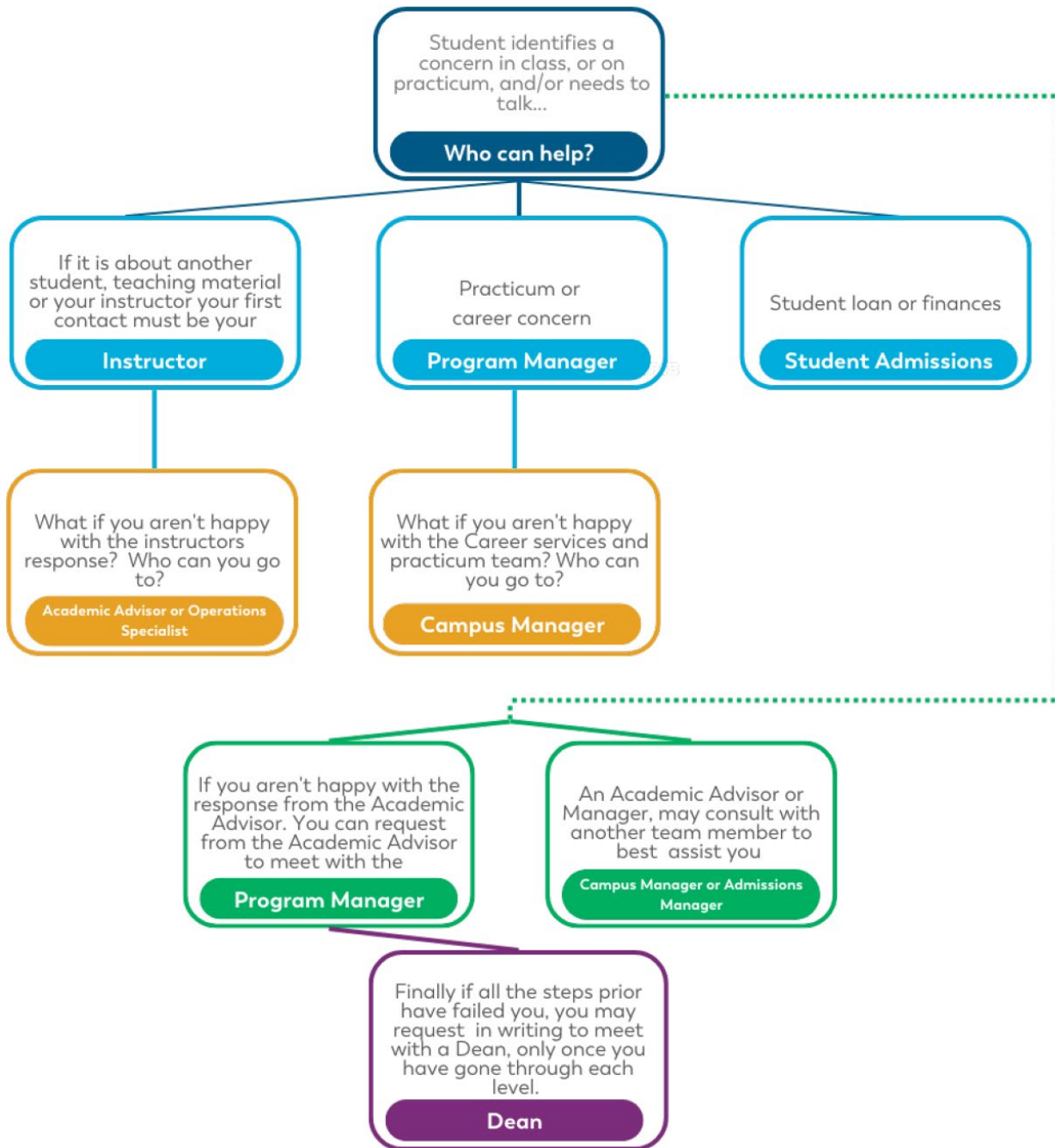
Should a student commit an infraction, the incident will be discussed and documented in a Student Incident Report and included in the student's file. Disciplinary measures may include verbal warnings, written warnings, probation periods, and possible termination from the program. The College reserves the right to determine the outcome and decision on any student infractions. The College reserves the right to determine cause(s) that may warrant dismissal.

Student Complaint and Dispute Resolution Process

At Bredin College, we believe in mutual respect and freedom from discrimination, harassment, and violence. Bredin College has procedures in place to help students process complaints or disputes that can arise during their time at Bredin College. Bredin College staff will address all complaints during regular business hours. Which is Monday to Friday 8:30 a.m. - 4:30 p.m. Communication sent to the College by students will be responded to within two (2) business days during our regular operational hours of 8:30 a.m. to 4:30 p.m. Students must follow the complaint procedure outlined in the handbook.



Student Complaint Procedure





Academic Decisions and Procedures

Student complaint and dispute on academic decisions and matters

Bredin College recognizes that disputes may occur regarding academic decisions. This procedure defines how students can appeal an academic decision. Students dissatisfied with an academic decision may dispute the following:

- a final grade below 65%
- an evaluation worth 45% or greater in a course

Step 1: A student seeking a review of an academic decision is expected to discuss their concerns with the appropriate instructor within five (5) working days of receipt of the grade or academic decision (i.e., the posting of the grade via the student portal or receipt of the official notice of a final grade/academic decision).

- Unless an issue of liability, safety and/or behaviour that interferes with the teaching/learning of others has been identified, the student may attend classes and/or placements, pending conclusion of the process.
- It is the student's responsibility to provide the instructor with a written statement on the Student Complaint and Dispute Resolution FORM outlining the issues and the outcome they are seeking.
- The instructor will respond in writing to the student within five (5) working days of receipt of the concern. If not satisfied with the outcome of Step 1, the student may choose to proceed to Step 2.

Step 2: In the event that the student receives no reply from their instructor within the time frame indicated above, or if the student wishes to pursue the request for a review after receiving a response from the instructor, he/she must present an appeal in writing on the Student Complaint and Dispute Resolution FORM to Bredin College staff within five (5) working days of the deadline for instructor's response or within five (5) working days of receipt of the instructor's response.

Upon consideration of the information provided by the student and the instructor, Bredin College staff in consultation with the Program Leader has the authority to determine a resolution in any of the following ways:

- Decide that the grade or academic decision will remain unchanged.
- Direct that a re-evaluation of the student's work or exam be completed.
- Direct that the grade be changed to an 'I' (Incomplete) and that the student be allowed to complete other specific items of work.

The decision of Bredin College staff in consultation with the Program Leader is final and binding.

Protection from Reprisals

Students are protected from reprisals or threats of reprisal because of raising matters of concern under this procedure. Individuals who violate these provisions shall be subject to disciplinary measures.



Academic Policies

Bredin College has clearly defined policies to guide academic decisions and ensure that training and education delivered are of high quality – students must pass every course in their program of study. The passing grade for each course is 65% and students must successfully complete their practicum to receive their credentials.

Bredin College programs are designed to prepare students to be ready to move directly into their chosen career. Along with demonstrating proficiency in the technical skills specific to the program of study, students are expected to demonstrate professionalism throughout their studies and as they attend their practicum placements. The expectation is that students will conduct themselves professionally in the virtual and on-campus settings, as well as in their social media presence.

Instructors are tasked with classroom management and are the first point of contact for concerns about curriculum, assessments, and classroom conduct. Concerns raised by students with instructors should be made on an individual basis. If students and instructors are not able to work collaboratively to address these concerns, the matter should be brought to the attention of Bredin College staff and the Program Leader. Class chat spaces and discussion boards are reserved for questions and comments about course content. As valued members of the Bredin community, students assume the rights and responsibilities of contributing to an inclusive, collaborative, professional and respectful learning environment.

Confidentiality

Bredin College will ensure that all student records are properly stored, maintained and handled in accordance with Alberta's Freedom of Information and Protection of Privacy act (FOIP). Administrative and instructional staff members at Bredin College will be permitted access to all or part of a student's record to carry out their duties. Information will be released to third parties (i.e., funding agencies) with student consent.

Missed Evaluations - Exams, Tests, Quizzes and Assessments

All evaluations are to be written on the date scheduled by the instructor. It is the student's responsibility to be aware of the correct day, time and location for each exam, test, or quiz. It is also the student's responsibility to be fully prepared for each evaluation.

If a student is unable to write an evaluation due to extenuating circumstances (i.e., transit/traffic delay, severe weather, automotive troubles, medical issue in family), the student must:

- a. Notify the instructor by email prior to the start of the evaluation that the student is unable to write it on the scheduled date.
- b. Submit a letter by email detailing the circumstances that will prevent them from writing the evaluation on the scheduled day.
- c. Within forty-eight hours (48) hours of returning to class, provide supporting documentation (e.g., an official doctor's note) along with a written request to write the evaluation.
- d. Write the evaluation on the date, time and location as determined by College staff.
- e. An automatic 10% deduction will be applied on all exams not written on the originally scheduled date, regardless of reasoning.
- f. A re-sit fee of a \$100 may be applied.

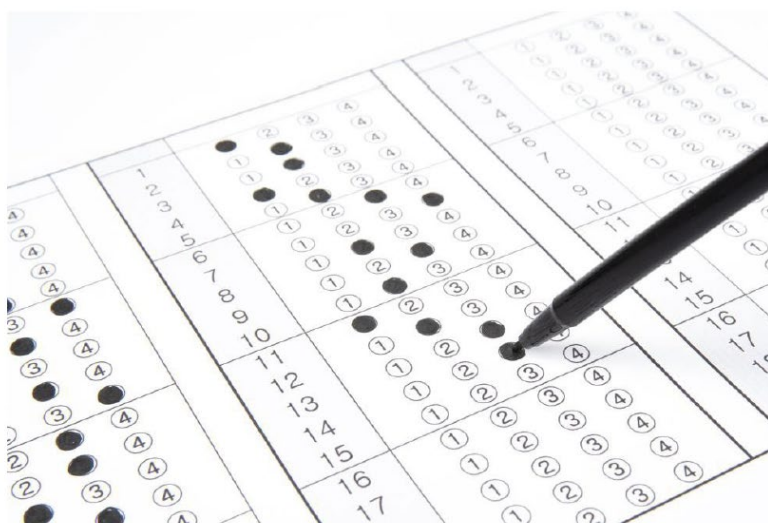


All student evaluations (exams, tests, and quizzes) are the property of Bredin College and will be kept on record at Bredin College as required by Private Vocational Training Branch, Alberta Advanced Education.

Rewrites and Resubmissions of Assessments (Quizzes, Tests, Exams, Assignments or Projects)

Rewrite or resubmission of assessments are an opportunity for students who failed to achieve a passing grade in a course if the improved assessment grade would result in a passing grade of at least 65% in the course. They are not a right but rather a privilege granted at the discretion of the College. The following criteria must be met before an application to rewrite or resubmit an assessment will be considered:

- a. The student must submit a written request to rewrite or resubmit the assessment via email within one (1) week of the original due date of the assessment to their instructor and copied to Bredin College staff. Once the request has been received and reviewed, the student will be advised of the next steps.
- b. Rewrites and resubmissions must be completed within two (2) weeks of the original due date of the assessment. If the student does not comply, they will receive a non-passing grade and will be required to re-take the whole course again at their own cost.
- c. Only one rewrite or resubmission will be allowed per course.
- d. If the rewrite or resubmission does not result in a passing grade for the course, the course will need to be retaken at the student's expense if required for them to obtain an overall average of 65% in their program of study.
- e. Only an instructor and Bredin College staff will grant resubmissions or re-sits.
- f. If a student has one attempt (attendance, quizzes, tests, exams, practicums) at a course and fails, this student upon return to the College or course will be liable for the full course tuition as well as any other administration fees associated with the program.





Submission of Assignments and Projects Policy

- a. Ample time will be given to complete assignments, and as such, assignments are to be submitted on the date requested by the instructor.
- b. Unless excused by the instructor (i.e., for serious medical emergencies), 5% per day will be deducted for each day an assignment is late to a maximum of seven days. After the seventh day a grade of zero will be given. Assignments will not be accepted beyond the last day of a course. As assignments are normally given well in advance, it is anticipated that few exceptions will be granted.

Academic Integrity

Students who are involved in any of the activities below will be subject to disciplinary action:

- a. Plagiarism – it is considered plagiarism to submit any materials, assignments, works, ideas, or work of another person as the student's own, including literary works, reports, mathematical solutions, data, and computer programs.
- b. Cheating:
 - (1) Attempting to obtain, or providing to other students, information/assignments/notes from another student or unauthorized source or give information to a student for examination or assignment purposes.
 - (2) Any attempt to be deceitful regarding any activity associated with your program as deemed by the instructor or Campus Manager.

The consequences for academic dishonesty and plagiarism are as follows:

- First Instance – Written warning from the instructor and re-writing of the assignment failing which a grade of zero will be assigned.
- Second Instance - Repeated written warnings from the instructor and a grade of zero for that assignment will be assigned with no opportunity to re-write the assignment.
- Third Instance - A grade of zero on the course and possible termination from the program. If the student is allowed to remain in the program, they will repeat the course at their own expense. However, if the failure due to plagiarism is on their second attempt at a course, they will be terminated from the program.

The consequences for cheating during an evaluation (exam, test, or quiz) are as follows:

- First Instance – Written warning from the instructor will be put in the student file and student must submit a written request via email to retake the evaluation. An automatic 20% penalty will be applied to the evaluation's final grade.
- Second Instance - A grade of zero on the evaluation and possible termination from the program.

Academic Probation

Students must pass each course to successfully complete a program and receive a credential. The passing grade for each course is 65%. Students who achieve less than 65% in two consecutive courses will be placed on academic probation.

To be removed from academic probation, students must achieve 65% or higher on two consecutive courses from the date of academic probation. Students on academic probation must meet with Bredin College staff to put in place a learning plan to support their efforts to pass the next two courses and/or retake the course in which they did not achieve 65%.



Retaking a Course

Students will need to retake a course in which they did not achieve 65% to successfully complete a program. The following policies apply:

- a. Students who receive a grade below 65% in a course will need to retake the course at their own expense once if the course is offered again within the contracted dates of the program.
- b. Students must apply in writing via email to Bredin College staff at student.services@bredin.ca to retake a course.
- c. A course that needs to be retaken should be completed within the contract dates of the program and may require a student to retake the course in tandem with their program schedule in class or in independent study. In addition, the student will be required to meet with College staff to create a learning plan to support them in successfully passing the course on the next attempt.

Notwithstanding Bredin College's policies, funding agencies (such as Canada Student Loans or Alberta Student Aid) have a right to revoke financial assistance for students who do not maintain satisfactory grades.

Practicum

Practicum is an unpaid off-site work experience placement organized by the College with one of its employment partners. Practicum completion is a graduation requirement for Bredin College programs, the goal of which is to provide students with an opportunity to gain hands-on experience applying their newly acquired knowledge and skills in their field of study. Practicum experiences are also a way for students to demonstrate their employability to potential employers, and in many instances, practicums have led to employment opportunities for Bredin College graduates. While on practicum, students are ambassadors of their individual programs and of the College as a whole and should endeavour to represent themselves and the College with professionalism and commitment to their career goals.

Requirements to Proceed to Practicum

Prior to starting the student shall:

- Have successfully passed all courses in their program prior to practicum, with a minimum 65% in each course.
- Should have no outstanding payments to Bredin College.
- Complete any practicum prerequisites and documents required in their program of study two (2) months prior to their practicum start date. Failure to provide this documentation will result in being withheld from a practicum placement until all required documents are satisfactorily completed and submitted.
- Must have attended two pre-practicum workshops.
- Students will be assigned and notified of their practicum placement by Bredin College staff at practicum@bredin.ca. All efforts will be made to give as much notice as possible.
- Criminal checks are required one month prior to commencing practicums.
- Bredin College cannot change a host provider's pre-requisite requirements.



Practicum Refusal or Termination

Students that refuse a practicum organized by Bredin College staff will be required to source their own individual practicum. The host organization must be deemed appropriate by Bredin College. Any practicum sourced without the assistance of College staff must always meet the requirements of a Bredin College practicum host. Practicums organized by a student will need to be cleared before a student commences their practicum by the Bredin College, who will ascertain that it adheres to College requirements and regulations. If a student commences a practicum without the approval of Bredin College any hours completed, prior to a formal written approval, will be deemed void. Students who do not meet their practicum requirements successfully due to inappropriate behaviour and chose not to suitably engage in this course will face disciplinary action including retaking the practicum course hours at their own expense. This will affect your graduation and completion of your Diploma.

Termination of Your Practicum

Early termination of student practicums will still require the student to complete the remaining required hours at the original or new host. If this is not possible due to a student's health issues, public health orders or an unforeseen circumstance a student will be given an extension to complete the remaining hours. Students may receive an alternative simulated work experience assessment if they have completed a minimum of 95% of their hours and due to unforeseen circumstances can no longer complete the remaining 5% of their practicum hours. Alternate simulated work practicum assessment tasks will be given solely based on individual cases and extenuating circumstances by the discretion of the College Board. If students terminate a practicum without consulting with a Bredin College staff member, they will be liable for finding a new host organization and completing any remaining hours prior to graduation.

Pre-practicum Workshops and Third-party Training

All students will be required to attend both pre-practicum workshops hosted by Bredin College; students cannot commence their practicum until they have successfully completed the workshops. One workshop will be delivered at the beginning of your program and one closer to your practicum commencement. Some programs at Bredin College may require students to complete other external third-party training prior to commencing practicum such as MANDT, First Aid and CPR, and all these requirements must be satisfied before the commencement of your practicum. Students who do not attend this training or cancel without appropriate notice, must pay the fee to retake this course. Bredin College will not pay any fees associated with re-sits.

Third-party training can occur online, in person and on weekends. Training can have varying hours that is different from a regular Bredin College teaching session. Bredin College cannot change third-party training times and requirements; therefore, students must make concessions to attend if required. This is regardless of your current study mode.

If there is a delay due to unforeseen circumstances by a third-party host, Bredin College will do its best to re-offer this program in a respectable timeframe. Students are aware of the requirements of their practicum in advance and must adjust personal schedules in accordance to complete this requirement. Bredin College cannot intervene and or request refunds from external training providers. Students who miss third-party training will be liable to pay any fees to re-take the missed course, students must follow all COVID-19 protocols issued by the third-party provider.



Bredin College Student's Expectation

Students must work with the Bredin College team to secure a practicum. Students are responsible for finding their own practicums with help from Bredin College. Bredin College will do its best to place every student in a practicum within reason. Bredin College will also provide students with the necessary tools and training to source their practicum. Students are required to seek practicum placements.

Students are to always conduct themselves in a professional manner whilst on practicum and observe the policies and procedures of the host organization. This will include and is not limited to wearing the requested or appropriate attire, professional communication, and all other host staff requirements. Bredin College cannot change or intervene a third-party organization's policies, mandates, and staff requirements. This will include, and is not only limited to, COVID-19 protocols such as masking and vaccination policies and Occupational Health and Safety requirements of the host, Province, and a City in Canada. Students will be encouraged to discuss any concerns directly with the management of the host organizations. Bredin College strongly requests that all students follow the host organization requirements.

Students may contact the Bredin College team for support and advice on how to approach their host in a professional and courteous manner. Students are required to have successfully completed all course work and meet mandatory requirements prior to commencing practicum. Students must treat practicum like all other courses at Bredin College, as it has a passing grade condition to be marked as "Complete", which is needed to graduate from the program.

Self-paced and Evening Students

Students in self-paced or evening programs may be required to attend practicums or training workshops that occur during regular business hours (i.e., Monday to Friday 9:00 a.m. – 5:00 p.m.). Students must make the appropriate arrangements such as taking leave from employment to attend training workshops and practicum. It is not the responsibility of Bredin College to change a practicum host's business hours. Students are aware of this requirement and must adapt their schedules accordingly. No accommodations will be made.

Practicum Guidelines

Practicum hosts are expected to provide a conducive learning environment in which students can learn and practice a range of skills associated with their program of study. They are required to provide guidance, work-based training, report attendance and complete all necessary evaluation forms. The College will provide relevant information about practicum hosts prior to practicum start dates.

While on practicum, it is of the utmost importance that the students follow the code of conduct in the Student Policy Handbook as well as the company and AHS policies that govern the host practicum site (dress code, punctuality, confidentiality etc.)

If a practicum is terminated due to a student's poor performance, inappropriate behaviour, attitude, attendance etc., the practicum placement will be considered "failed" and it may be up to the student to arrange their own practicum to meet graduation requirements.



Placements are not assigned based on personal preference, location, or potential for employment opportunity. While students' input will be considered, the College cannot guarantee practicum placements of a student's choosing.

- With some exceptions not limited to (namely AHS, Covenant Health).
- Students are permitted and encouraged to arrange their own practicum placement. Please connect directly with Bredin College staff to facilitate this in a timely manner. In arranging this kind of practicum, please note that all required Bredin College documentation needs to be included.
- Practicum experiences must be started immediately after classes end to complete the program by the scheduled end date. Any delay in practicum may affect funding and loan repayment schedules – Students are required to contact Student Aid if there is a delay in their practicum start date for any reason. The College will not do this for students.
- All practicum experiences have a minimum number of 120 required hours and vary according to the different programs. Students must meet this minimum requirement for their individual program to graduate.
- Practicum hours are full-time, and preceptors will schedule you according to their needs with various shifts and hours. Students may be required to be available for day, evening, and weekend shifts. It is the student's responsibility to make all necessary arrangements for childcare, existing work schedules, transportation, etc. well in advance of their practicum start date.
- Bredin College attendance and punctuality policies extend to practicum placements and students are to inform their preceptors and Bredin College staff of any absence at least one hour prior to the start of their scheduled shift.
- No wages or other form of remuneration are associated with a practicum.
- Students must abide by all rules and regulations as set down by the practicum host.
- Cell phone usage is not permitted at any time, outside of scheduled breaks, while on the practicum site.
- Practicum evaluation and confirmation of completed hours must be received for the College to issue a student diploma.
- Students must inform the College of any situation during their practicum placement in which they perceive their human rights or personal safety are at risk.
- Any exceptions to the above stated guidelines will be at the discretion of the College.



Diplomas and Transcripts

Four to six weeks after program completion (including practicum), transcripts and diplomas are available to the student, provided all outstanding fees are paid. Students will be notified through Campus Login and by email when transcripts are ready for pick-up. All transcripts and diplomas that have not been picked up after thirty (30) days will be mailed to the address on file. Your transcripts and diplomas may be picked up by someone on your behalf provided an email has been sent to Bredin College at student.services@bredin.ca.

The College, upon written request, will issue duplicates of the official transcripts of a student's academic record. Fees are fifty dollars (\$50) per transcript and are payable at the time of the request.

Diplomas cannot be reproduced under any circumstances. Please ensure you keep your diploma in a safe location.

Transfer Credits to Other Institutes, Provinces, and Governing Bodies

Bredin College does not guarantee course credit transfers at other institutes or licensing in other provinces. Individual organizations or institutes will have the right to accept or decline a credit transfer. Bredin College cannot negotiate credit transfers with the third-party organizations or institutes. External governing bodies can request further study or other requirements for licensing. Students must familiarize themselves with the field requirements for their chosen occupation. See ALIS for more information.



Convocation

Students may participate in the convocation ceremony if they are scheduled to complete all academic courses and practicum prior to one month before convocation. Convocation awards are granted based on academic achievements.

Graduates may achieve one or more of the following additional designations:

- Honours
Honours status is awarded to students who achieve an 85% or higher overall average in all academic courses.
- Honours with Distinction
Honours with Distinction status is awarded to students who achieve a 95% or higher overall average in all academic courses.

Outstanding Fees

In order to receive a diploma and graduate, all outstanding course fees must be settled within 30 days of completing a practicum or final course if your program does not contain a practicum. This includes OAP or any other course deemed as your final course. Diplomas and transcripts will be held until all accounts have been settled.

Scholarships (Local Students Only)

Bredin College scholarships are an accolade for select students who show continuous effort and determination throughout their program.

1. The graduation scholarship is offered and awarded upon successful completion of the diploma and at time of graduation. The scholarship payment will be towards your student loan account.
2. The payment will be made within your grace period and after successful completion of the program. The payment can take up to 6 months to reflect in your student loan account balance. The College endeavours to do its best to have this paid out within the 6-month grace period or less.



3. These graduation scholarships are designed to recognize your continued effort, and to celebrate your academic achievement, and help you alleviate your loan repayment amount and interest accrual.

Graduate Awards

Bredin College will choose from the graduating cohort one or more students for recognition with the following awards. These awards are decided by esteemed College faculty and who are guided by the recommended criteria when making their final decision.

Dean's Award for Academic Excellence and the College Valedictorian at Bredin College:

Recommended Criteria:

- Minimum of 98% grade average.
- Minimum of 90% class attendance.
- Outstanding report from practicum.
- Continuous academic effort.
- Faculty and staff vote.

Dean's Award for Student Excellence at Bredin College

Recommended Criteria:

- Minimum 65% grade average.
- Minimum 70% classroom attendance.
- Must be seen as an outstanding empathetic student.
- Exemplifies the characteristics of courteousness, consideration, and community values.
- Volunteer work in and out of the College.
- Demonstrated leadership skills.
- Resilience and perseverance.
- Faculty and staff vote.

Graduation Fees

Any expenses paid for graduation including and not limited to items such as regalia, photographs and tickets are non-refundable.

Graduation Ceremony

Bredin College hosts a graduation ceremony in honor of all the students that have graduated. The graduating students are invited to the graduation (convocation) ceremony and reception. Graduation ceremony cap and gown rental is included. Students will be given advance notice on the location and date of graduation.

Each student is allowed a limited number of guests and the College will offer a free complimentary ticket to each student. Guests will attend at their own cost. Please contact student.services@bredin.ca for more information.

Returning Students

As per our Student Policy Handbook, should students be terminated or choose to withdraw they have up to 24 months from their original start date to complete their program (online or in person). However, the College does not guarantee that the program a student exits will be the same or available to them within that time frame as initially registered.



Our programs are continually evolving to remain current for industry. This can result in a student needing to retake all the latest version or a portion of their courses to qualify for graduation. Furthermore, this will be at the students own cost. This will also include practicums.

Course fees- If you have attempted a program and complete more than 10% and are withdrawn you will need to retake this course or the equivalent if available at an additional cost. You will not need to pay for courses that you have not attempted if they remain the same from the period of your withdrawal to recommencement. If the course material, hours, and pricing have change you will be liable for the full fees on the new course.

IT fees- if you have completed more than 50% of your Diploma or certificate course you will be required to pay a further \$200 for IT support upon your return. If you have completed less than 50% you will be required to pay an extra \$100 to renew your IT support.

In addition to this, please note that returning students are subject to following systems and fees which may have cost increases associated to their program and learning materials:

- Returning student interview and approval by the Dean.
- Agreeing to the current terms and conditions of the Student Policy Handbook.
- Proof of capability to recommence program (physical, mental, or financial).
- Classroom space and availability.
- Returning student fees and IT fees.
- Program cost increases.
- Books and materials cost increases.

If your appeal is successful, your next steps will be to meet with Bredin College staff to determine the cost to you to complete your program. Please note if you require funding from a funding agency, it is strongly recommended that you initiate your application process as soon as possible as you feel ready to return to studying, approvals can take up to 90 days and this will impact when you can restart classes.

Student Record Management

Bredin College ensures student records are managed in safe and secure manner. Bredin College utilizes the Campus Login systems by Great Exposure, and all staff must undergo mandatory FOIP training and yearly refreshers. Select individuals at the College have access to student files and sensitive information. Student data is pass coded and not available to all staff at Bredin College. These individuals are approved by senior management to have access to student files and data. Student files are backed up to a secure cloud server and securities are maintained by an IT company (Yardstick Technologies).

File Storage

Transcript and Diploma files are stored for the life of the institute and reprint can be requested at any time. Other documents such as your enrollment package and contract will be kept for 3 years for this mandatory period. All Student Services, Academics and financial documents will be archived after 3 years on our secure server, while their Diplomas and Transcripts will be readily available for the lifetime of this organization, as per the Ministry's Education (Private Career Colleges division) instructions. Contact student.services@bredin.ca for further information on this topic.

March 2023

****Bredin College reserves the right to make changes to the Student Policy Handbook as needed to improve operations, communications, and regulation's compliance.**



International Students

All policies outlined above apply to international students. Specific considerations for international students are presented here.

International student fees are payable at per term in two portions, at the start of the term date and middle of the term. The term dates will be confirmed as part of the enrollment package documents. This will be supplied upon the final acceptance stage of your application.

2023 – 2024 International fees

(Fees do not include materials and books, estimated costs \$1200) Lates, fees, graduation fees and others can be found throughout this document. Students can be entitled to a full refund of tuition.

Program Name	Fees	Duration
Diploma- Medical Office Assistant and Unit Clerk	\$24,500	2 years
Diploma- Community Support Worker	\$25,000	2 years
Diploma- Accounting and Payroll	\$25,000	2 years
Diploma- Business Administration	\$24,000	2 years
Diploma- Legal Assistant	\$31,000	2 years
Certificate – ELCC	\$14,000	1 year

Course Descriptions

Please check <https://bredincollege.ca/programs>. Our website contains all the information regarding our programs and courses.

Admission and Language Requirements

Prior to receiving a conditional letter of acceptance, you must submit the following documents and pay a \$75 application fee. Once these criteria have been satisfied your application will move to the next stage. All instruction is delivered only in English at Bredin College.

- Minimum age requirement of 18 years or older.
- Have been out of school for two years.
- High School Diploma or equivalent, WES or IQAS from overseas post-secondary institutions.
- Successful completion of the Bredin College Admission Test.
- A Canadian Language Benchmark 6.0 overall score or equivalency from another recognized test (Duo Lingo, TOFEL, IELTS, CELPIP, CELBAN).
- Successful entrance interview with Bredin College staff.
- High school diploma and transcripts will be required through a secure process.
- Pay \$75 application processing fee.

Health Insurance

Bredin College strongly encourages all international students planning on attending our college to familiarize themselves with the information provided by the Alberta government around eligibility and requirements.

Please visit the following website: <https://www.alberta.ca/ahcip-students.aspx>

Contact AHCIP



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If you need to update your personal or family information, have lost or damaged your card, or to ask a question, call us. Office hours: 8:15 a.m. to 4:30 p.m. (Monday to Friday, closed Statutory holidays). Phone: 780-427-1432.

International Student Supports

Bredin College Supports

CEO

Debbie Green, debbie.green@bredin.ca

Director of Finance

Paul Johnson, paul.johnson@bredin.ca

Campus Manager

Ariaane Sayon, ariaane.sayon@bredin.ca

Program Manager

Nav Virk, nav.virk@bredin.ca

General Information

Student.services@bredin.ca

Financial Information

Student.finance@bredin.ca

Bredin Group Supports

- Employment and Career Counselling
<https://www.bredin.ca>
- Child Care Services
<https://earlybirdchild.ca>

Credential Assessment

Students who have completed a foreign qualification and, in a language other than French or English will need to have a credential translated and assessed. This must be completed by one of an approved organization/s. This will be at the cost of the student and forms part of the enrollment acceptance process. Credentials must be sent from the issuing body directly to Bredin College, this will be at the student's expense.

"An Educational credential assessment (ECA) is used to verify that your foreign degree, diploma, or certificate (or other proof of your credential) is valid and equal to a Canadian one. There are different types of ECAs. You need to get an ECA for immigration purposes. If you got another type of ECA, you may be able to get it re-issued, depending on the type of ECA and/or issuing organization".

We accept qualification assessments from the following organizations:

<https://www.wes.org/>

<https://www.alberta.ca/iqas-immigration.aspx>

<https://www.applyalberta.ca/>



Arrival in Canada

Getting your international student visa and arriving in Canada is an exciting time, you will be filled with excitement and have a list of things to do once you arrive. We recommend you arrive no earlier than 30 days before your study term begins. You cannot work prior to commencing your study term. We require our new international students to go through this checklist prior to arriving in Canada. We encourage all international students to schedule a Zoom call to go over this list with an Advisor from our International Student Services team.

Here is a handing checklist to work through upon arrival.

Bredin College has no paid affiliations with any of the companies or organizations below, this list is compiled by open data sources.

Activity	✓
Customs and Border Control https://www.travelalberta.com/ca/plan-your-trip/customs-immigration/	
COVID- 19 and Travel https://travel.gc.ca/travel-covid	
Flights https://www.travelalberta.com/ca/plan-your-trip/getting-here-by-air/	
Set up a SIN https://www.servicecanada.gc.ca/tbsc-fsco/sc-lst.jsp?prov=AB&lang=eng	
Driving and License Testing and Set Up https://www.alberta.ca/lookup/find-a-registry-agent.aspx https://www.travelalberta.com/ca/plan-your-trip/getting-around-by-car/ https://www.canada.ca/en/financial-consumer-agency/services/loans/financing-car/financing-options.html	
Banking and Finance https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/new-life-canada/plan-finances/banking.html https://www.alberta.ca/financial-institutions-information-consumers.aspx	
Health Care https://www.alberta.ca/ahcip.aspx	
Employment Assistance https://www.bredin.ca/	
Housing https://www.rentaladvisors.ca/ https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/new-life-canada/housing.html https://www.travelalberta.com/ca/plan-your-trip/hotels-motels-inns/	
Food, Clothing Homeware Shopping https://www.walmart.ca/en , https://www.realcanadiansuperstore.ca/ https://www.wem.ca/ https://www.costco.ca/ https://www.travelalberta.com/ca/things-to-do/food-shopping-relaxation/shopping/	
Public Transportation https://www.edmonton.ca/edmonton-transit-system-ets	
Explore Edmonton and Alberta https://exploredmonton.com/ https://www.travelalberta.com/ca/	



International Student Orientation

Orientation is held generally a week before the term commences, students will be provided this date in a final acceptance letter. This is mandatory for international students. A recording can be provided for those for unable to attend such as awaiting flights or visas.

Bredin College orientation will cover the following topics:

About Bredin College

- Welcome to Canada
- Arrival checklist
- Guest speakers from the community and businesses
- Mission and Values
- Bredin College Team
- Key contact information for troubleshooting technological, academic, finance, student services, practicum related issues.

Becoming a Student from Start to Finish

- Supports available to students - My SSP
- What to expect from classes, instructors and programs at Bredin College
- Program overviews and schedules
- Enriched Academy

Bredin College Student Policies

- Finance- tuition fees, books and materials fees (textbooks and laptops- Office 365 license and transfer of ownership), course and practicum change fees, payment plans, loan repayment, etc.
- Academic- attendance, withdrawals and termination, dispute resolutions, passing grade, late submissions and rewrite policies.
- Practicum

Graduation

- Convocation
- Job Search Assistance & Alumni Support
- Ambassador Program
- Social Media page

Learning and Database Platforms (includes demo and requires all students to login and try their usernames and passwords)

- LMS- Brightspace by D2L
- Virtual Classroom- BONGO
- Student Portal- Campus Login

Employment and PGWP

International students have limitations in terms of working hours. Bredin College advises international students to review this policy and to comply with IRCC regulations and requirements. Bredin College is a Private Career College and at this time international students graduating from Bredin College are ineligible for a PGWP.



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Please see the following links for more information:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-off-campus.html>

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program/institutions.html>

Immigration Services

Bredin College recommends international students speak with registered IRCC immigration agents for any advice regarding visa's and the immigration process. Bredin College staff cannot provide advice pertaining to IRCC regulations and requirements. Bredin College staff are not licensed IRCC immigration agents. Bredin College recommends the following two immigration consultants, these have been vetted by our team.

<https://www.trikanimmigration.com/>

<https://www.immigrationcare.ca/>



Bredin College Student Policy Handbook

I, _____, hereby understand and agree to the stated policies, requirements, and procedures of the Bredin College Student handbook, on the _____ day of the _____ month of the _____ year.

By signing this document, I fully understand what is expected of me as a Bredin College student and intend on abiding by all the requirements stated in this document. I understand the Academic mandates of a Bredin College student which includes practicums.

Student Signature

Bredin College Staff Member

Date

Witness Signature

Date