



Westminster College

REVISED ON: September 25, 2025

Mission Statement

"To Educate, To Inspire, To Care"

Purpose

To provide an education which inspires individuals to care for others and to succeed in an ever-changing workplace

Subject to change without notice

Operating and Contact Information

Unit 200 10252 City Parkway, Surrey, BC
Tel: 604-588-5880 Fax: 604-588-9622
E-mail: info@westminstercollege.ca
Website: www.westminstercollege.ca

Regular Office Hours: Monday – Friday, 8am – 5pm
Statutory Holidays: Closed (New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day)

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Administration Staff

| | | |
|------------------|--------------------------------------|--|
| Dr. Nessim Tariq | president@westminstercollege.ca | President /Director / Owner |
| Dr. Nessim Tariq | president@westminstercollege.ca | Senior Educational Administrator |
| Merlinda Ilagan | hcacoordinator@westminstercollege.ca | HCA Coordinator/Campus Director |
| Zeeshan Khan | placements@westminstercollege.ca | Placement Officer/IT Support for |
| Aaron Khan | info@westminstercollege.ca | Admission Officer/Administrative Staff |
| Mary Ragasa | accounts@westminstercollege.ca | Accounting & Admin Assistant |

Foreword

Welcome to Westminster College. We hope you enjoy your educational program with us. We have designed this handbook as a guide to assist you in your health care education program. Within this handbook; the philosophy, purposes, and objectives of the programs are described, as well as the policies and general practices to be followed in your process of becoming a health care professional. Review of this handbook is an individual responsibility. Each student will be held accountable for all parts of the Student Handbook. Keep your book available at all times.

Message from the President

The policies set forth in this handbook have been developed to provide as much freedom as possible for the individual student, while ensuring sound educational practice for academic excellence. In our society, every vocation or profession has certain standards that the members of the group are expected to accept and to fulfill. For example, a profession in health care requires the highest standards of personal and professional conduct. To graduate from your selected health care program, three major requirements must be met:

1. Academic Achievement
2. Possessing a high level of knowledge and the ability to problem solve critically. All coursework is comprehensive in nature and requires student devotion to master the required work.
3. Clinical/Practical application of skills attained.

Each curriculum is designed to provide the necessary skills for provision of quality care in each student's respective health care setting.

Goals

The goal of each program offered at WC is:

- To remain flexible and innovative in facilitating the educational process
- To support the mission and goals of WC

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

ATTENDANCE POLICY

| | | | |
|---------------------|---------------------|----------------------|--------------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Attendance Policy | | |
| Policy Effective | September 19, 2024 | Policy Revision Date | September 19, 2024 |

Regular and punctual patterns (Be on time or inform the administration staff if running late) of attendance will be required of each student enrolled at Westminster College. It is recognized that absences from school may be necessary under certain conditions; however, every effort should be made by students, instructors, and administration to keep absences and tardiness to a minimum.

1. The operational hours for the Programs are between 8:30 a.m. to 5:00 pm. *Please note that these hours are subject to change due to changes in weather conditions and other reasons. Students will be notified beforehand about the change in hours.*
2. The minimum attendance requirements for students are as follows:
 - a) They must have regular and punctual patterns of attendance.
 - b) Students need to maintain a minimum of 85% of attendance.
 - c) For practicum (work experience): Students must be on time and present. No unexcused absences will be tolerated.
 - d) Three (3) late arrivals or leaving early from class will constitute one full absence.
3. The following conditions determine excessive absenteeism and may be grounds for dismissal from the program:
 - a) If a student misses two consecutive weeks of study (no attendance), or
 - b) If the student misses enough classes, school officials feel the student cannot successfully complete the program.
4. The consequences for students who do not meet the minimum attendance requirements listed above are:
 - a) Excessive absenteeism: may be cause for termination from the program and/or loss of government funding.
 - b) Absence of greater than 10%-15% in theory/skill laboratory/clinical/practicum: will require the student to meet with administration and may result in probation* for the remainder of the program.
 - c) For missing skills laboratory classes: The student will not be permitted to complete their skills test. The student may receive an incomplete mark from the instructor for that course.

Probation is defined as a conditional period of student status wherein the student must consistently demonstrate compliance with Westminster College policies impactful on student performance.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

5. The process by which students must report an absence is as follows:
 - a) All students are required to sign in with their instructor and/or front desk as directed during the program.
 - b) Instructors are to note students leaving early/coming late and document attendance hourly.
 - c) If a student is late or absent from theory class, they are to inform the school before the scheduled class time by calling the school at 604-588-5880 and leave a message including the instructor's name, course, and reason of absence. It is recommended that the student send an email to info@westminstercollege.ca and copy the course instructor with the subject line "Name of Student Absence/Late Notification" with the following information:
 - d) Date of Absence/Tardy: _____
 - e) Reason: _____
 - f) For Labs or Practicum: If a student is late or absent, they have to inform their instructor directly and the host organization supervisor as well who is conducting the practicum or Lab.
6. The following are examples of excused absences:
 - Illness (Medical Certificate)
 - Court Appearance/Jury Duty (Subpoena or Summons Required)
 - Bereavement (Relevant Documentation Required)
 - Citizenship Ceremony (Letter of Invitation)

Proof of absence for an excused purpose must be provided within 2 days of the missed class. The administration will have sole discretion to approve all other absences.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

StudentAid BC Policy: To stay eligible for StudentAid BC loans or grants, you must attend school full-time for the entire study period for which you have received funding.

If you drop below the required [course load](#) during your first semester/term but plan to attend full-time in the second semester/term, you must submit a new application for student assistance. Your new application will be assessed once the [withdrawal](#) process at your school is complete.

If you stop attending classes, drop below your required course load, or fail to maintain the minimum number of weekly instructional hours for [non-academic programs](#) for your entire study period, but you do not formally withdraw from school, you may still be considered withdrawn for student assistance purposes.

You will be considered withdrawn if:

- You miss two consecutive weeks of study (no attendance), or
- You drop below 60% of a full-time course load for three consecutive weeks of study, or
- You miss enough classes that school officials feel you cannot successfully complete the program

If you withdraw from school two times while receiving B.C. student financial assistance, you will be denied further funding by StudentAid BC.

Maintain a satisfactory scholastic standing

Your loan responsibilities:

While you are in studies and receiving student financial assistance, there are certain things you must do to keep your loans on in-study payment-free status and remain eligible for future funding.

The money provided by StudentAid BC is for your education. Your first responsibility is to pay the tuition fees and other required fees to your school. That has priority over all other costs for which you may have received funding. Your school may have part of your funding sent directly to them, as payment towards your tuition.

BC

Note: Students who are receiving student financial assistance (loans or grants) or are on in-study payment-free status are in a funded term.

If you withdraw from, or otherwise do not successfully complete, part-time studies, federal policy requires:

- A part-time student borrower who fails to meet a satisfactory scholastic standard during a funded period of studies is restricted from receiving funding during subsequent periods of part-time studies.
- Students who have not successfully completed courses funded through part-time student financial assistance may be reinstated to receive part-time funding provided they demonstrate successful completion of one semester funded through their own resources.

If you withdraw from full-time studies:

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- Your school will automatically notify us that you no longer meet requirements for assistance.
- Your funding will be re-calculated based on the number of weeks you actually attended school.
- You will be notified how your withdrawal decision affects your student loan or grant.
- Any tuition refund you are eligible for will be applied to your outstanding loan balance if your school received tuition from your student loans.

Requalifying for full-time student assistance depends on several conditions, including [successfully completing](#) full-time studies for two semesters or one [academic year](#) without StudentAid BC assistance.

You could visit the StudentAid BC policy at [StudentAid BC](#)

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

DISMISSAL POLICY

| | | | |
|---------------------|-------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Dismissal policy | | |
| Policy Effective | December 2020 | Policy Revision Date | August 7, 2023 |

1. Westminster College may dismiss students from a program on any of the following grounds:
 - a) Failure to abide by regulations listed in the Westminster College Rules & Regulations
 - b) Unsatisfactory progress in a program of study or training
 - a. For unsatisfactory progress: the student will be given the alternative to remediate prior to dismissal, if no other option is reached, a student be dismissed due to this reason.
 - c) Failure to meet the financial commitments as outlined in the Student Contract
 - d) Failure to meet attendance requirements as outlined in the Attendance Policy
2. The process of student dismissal from a program is as follows:
 - a) All concerns relating to student misconduct shall be directed to Westminster College's Administration. Concerns may be brought by staff, students or the public.
 - b) WMC Administration will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of a serious enough nature that immediate dismissal may be warranted, WMC Administration will meet with the student as soon as reasonably possible.
 - c) Following the meeting with the student, the WMC Administration will conduct any further enquiry or investigation deemed necessary to determine whether concerns are substantiated.
 - d) Any necessary inquiries or investigations shall be completed within 5 school days of initial meeting with the student.
 - e) WMC Administration will meet with the student to determine one of the following:
 - i. If the concern(s) were unsubstantiated.
 - ii. If the concern(s) were substantiated, in whole or in part, and to either:
 1. Provide a warning setting out consequences for further misconduct.
 2. Set a probationary period with appropriate conditions;
or
 3. Recommend dismissal from Westminster College.
 - f) WMC Administration will prepare a written summary of the determination. A copy shall be provided to the student, with the original placed in the student file.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- g) If the student is issued a warning or placed on probation, WMC Administration and the student will both sign the written warning or probationary conditions. The student will be provided a copy, and the original document will be placed in the student's file.
- h) If the recommendation is for dismissal, WMC Administration will review and either accept or reject the recommendation. If the recommendation is accepted by WMC Administration, they will meet with the student to dismiss him/her from study at the institution. WMC Administration will deliver the student a letter of dismissal and a calculation of refund due or tuition owed, in accordance with PTIRU refund policy.
- i) If a refund is due to the student, Westminster College will ensure that the refund is forwarded to the student within 30 days of dismissal.
- j) If the student owes tuition or other fees to the institution, Westminster College may undertake the collection of the amount owed.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

DISPUTE RESOLUTION POLICY

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|-----------------------|----------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Dispute Resolution Policy | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |

1. This policy governs complaints from students of Westminster College and any aspect of its operations. Students will not be subject to any form of retaliation as a result of filing a complaint.
2. All student complaints must be made in writing.
3. The student must provide the written complaint to the Senior Educational Administrator/President, who is responsible for making determinations regarding complaints. If the Director of Operations & Nursing is absent or named in a complaint, the student must provide the complaint to the Senior Educational Administrator.
4. The process of handling student complaints is as follows:
5. Students are encouraged to express concerns immediately; WC will make reasonable effort to prevent any issues from escalating. If a student has issues or concerns during their training period, WC encourages students to discuss them promptly with staff members directly involved. If a satisfactory resolution is achieved, then the concern will be deemed resolved. Should the resolution to the concern require further investigation and involvement, the staff members will arrange a meeting with the appropriate personnel, up to and including, the Senior Educational Administrator/President. It is understood that students have the obligation to promptly bring up concerns or complaints about their specific program.
6. Whenever possible, individuals should attempt to resolve issues informally. If a more formal approach becomes necessary, the complainant must submit a written request for dispute:
 - a. If a mutual resolution cannot be resolved, the complaint can be brought to the Senior Educational Administrator/President. A meeting will then be scheduled involving all parties, including the witnesses and the declared number of witnesses in the original written request for dispute, within five (5) business days. If the Senior Educational Administrator/President is unavailable within five (5) business days, the Placement Officer may conduct the meeting.
 - b. Following the meeting, the Westminster College will provide a written decision to all parties within three (3) business days after the conclusion of the meeting.
 - c. Should the resolution still not be satisfactory to all parties involved, students may contact PTIRU.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

7. Written reasoning for the determination will be provided to the student within 45 days of when the complaint was submitted.
8. The student issuing the complaint may be represented by an agent or a lawyer.
9. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutions.gov.bc.ca).

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Tuition Refund Policy

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|------------------------------|------------------|--------------------|
| Westminster College | | ID-03498 |
| Name of Institution | | Institution Number |
| | February 5, 2025 | September 19, 2025 |
| Tuition Refund Policy | | |
| Name of Policy | Effective Date | Revision Date |

Name of Program: Health Care Assistant and All Approved Programs

| Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery | Refund Due |
|--|---|
| Before program start date, institution receives a notice of withdrawal or provides a notice of dismissal: | |
| <ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. | 100% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and unused aircraft utilization fees. |
| <ul style="list-style-type: none"> More than seven days after student signed the enrolment contract, and Before the program start date. | Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract. |
| After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs): | |
| <ul style="list-style-type: none"> No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal | Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract. |
| After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely-asynchronous distance-education-only programs): | |

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

| Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery | Refund Due |
|---|---|
| <ul style="list-style-type: none">After the program start date, and up to and including 10% of instruction hours have been provided. | Institution may retain up to 10% of tuition paid or payable under a contract. |
| <ul style="list-style-type: none">After the program start date, and after more than 10% but before 30% of instruction hours have been provided. | Institution may retain up to 30% of tuition paid or payable under a contract. |
| <ul style="list-style-type: none">After the program start date, and after more than 30% but before 50% of instruction hours have been provided. | Institution may retain up to 50% of tuition paid or payable under a contract. |
| <ul style="list-style-type: none">After the program start date, and after more than 50% of instruction hours have been provided. | No refund due |
| Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education): | |
| <ul style="list-style-type: none">A student does not attend the first 30% of the program. | Institution may retain up to 50% of the tuition paid under a contract. |

The institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

SEXUAL MISCONDUCT POLICY

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|-----------------------|--------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Refund Policy | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |

1. Westminster College is committed to the prevention of and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behavior including the following:
 - a. sexual assault.
 - b. sexual exploitation.
 - c. sexual harassment
 - d. stalking.
 - e. indecent exposure.
 - f. voyeurism.
 - g. the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video.
 - h. the attempt to commit an act of sexual misconduct; and
 - i. the threat to commit an act of sexual misconduct.
3. A Complaint of sexual misconduct is different than a Report of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A Report is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.
4. A student making a Complaint will be provided with resolution options and, if appropriate, accommodation and will not be required or pressured to make a Report.
5. The process for making a Complaint about sexual misconduct involving a student is as follows:
 - a. ***Complaint must be in writing to Primary Individual Mr. Nessim Tariq Director (email: president@westminstercollege.ca , cell: 604-618-3553),***
 - b. ***if Primary Individual is not available and or named in the Complaint, the alternate contact Individual is Mrs. Ambreen Lankroo, HCA Coordinator (email: hca@westminstercollege.ca, cell: 778 839 4341).***
6. The process for responding to a Complaint of sexual misconduct involving a student is as follows:
 - ***The institution will acknowledge receipt of the Complaint within One day.***
7. The process for making a Report of sexual misconduct involving a student is as follows:
 - ***Report must be in writing to Primary Individual Dr. Nessim Tariq Director (email: president@westminstercollege.ca , cell: 604-6168-3553, if Primary Individual is not available and or named in the Report, the alternate contact Individual is Mrs. Ambreen Lankroo HCA Coordinator (email: hca@westminstercollege.ca, cell: 778 839 4341)***
8. ***The process for responding to a Report of sexual misconduct involving a student is as follows:***

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- a. The institution will review the Report within a reasonable timeframe of 1- 2 business days and confirm next steps in writing.
- b. In all instances the institution will:
 - i. Ensure the safety of the victim/survivor.
 - ii. As appropriate, provide emergency numbers for on and off campus security (if applicable), law enforcement, medical assistance, mental health services, and other services.
 - iii. Respect the right of the individual to choose the services they consider most appropriate.
 - iv. It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.
- c. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.
- d. All information related to a Complaint or Report is **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions:
 - I. If an individual is at imminent risk of severe or life-threatening self-harm.
 - II. If an individual is at imminent risk of harming another.
 - III. There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
 - IV. Where reporting is required by law.
 - V. Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

This institution is certified by the Private Training Institutions Branch (PTIRU). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIRU, go to www.privatetraininginstitutions.gov.bc.ca.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

RESPECTFUL AND FAIR TREATMENT OF STUDENTS

| | | | |
|-----------------------|--------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | February 21, 2020 | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Westminster College promotes a learning environment equivalent to the future professional work environment. Westminster College is committed to ensuring our environment promotes respectful and fair treatment of all students.

While on **Westminster College** premises or present at activities or events hosted by **Westminster College**, the following activities are prohibited:

1. **Definition of Discrimination** (BC Human Rights Tribunal) - A person is discriminatory under the BC Human Rights Code if:
 - a) They treat someone badly or cause them harm in areas such as services.
 - b) A personal characteristic like race, sex, religion, family status, disability, place of origin, or sexual orientation is a factor in the harm.
 - c) There is no defense for the conduct.
2. **Definition of Workplace Bullying and Harassment** (WorkSafe, 2013) - Any inappropriate conduct or comment by a person towards a worker with the intent it would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
3. **Definition of Sexual Harassment** (WorkSafe) - Any conduct, comment, gesture or contact of a sexual nature whether in a one-time or a series of incidents that might reasonably be expected to cause offence or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services or a contract.
4. If, under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:
 - a. A student who has experienced or observed bullying or harassment must report it to the Senior Educational Administrator/President. A student can report incidents or complaints of bullying, harassment, sexual harassment and discrimination verbally or in writing. When submitting a written complaint, please use the WC bullying, harassment, and discrimination complaint form.
 - b. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.
 - c. When completing the form please ensure the following facts are included:
 - I. The names of all parties involved, where the events occurred, when they occurred, and what behavior and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, may also be included.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- d. WC will make reasonable effort to determine whether bullying or harassment has occurred. The Westminster College will make clear that the complaint will be treated with seriousness and addressed promptly. The investigations into the complaint will (WorkSafe):
 - e. Be undertaken promptly and diligently; as thorough as necessary in the circumstances.
 - f. Be fair and impartial, providing fairness for both the complainant and respondent in the evaluation process.
 - g. Be sensitive to the interests of all parties, and maintain confidentiality to the extent possible given the circumstances.
 - h. Be focused on finding facts and evidence, including interviews with the complainant, respondent, and any witnesses.
 - i. Incorporate, where necessary, any need or request from the complainant or respondent for assistance with the investigation process.
 - j. The assigned investigator will prepare an objective report in summary.
5. If the investigator finds that discrimination, harassment or bullying as defined above has occurred, appropriate remedial, corrective or disciplinary action will be taken.
6. If the investigator fails to find that discrimination, harassment or bullying as defined above has occurred, the complaint will be closed.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

WORK EXPERIENCE POLICY

| | | | |
|-------------------------|------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Refund Policy | | |
| Policy Effective Date | November 29, 2022 | Policy Revision Date | August 7, 2023 |
| Name of Program | Health Care Assistant | | |
| Type of Work Experience | Clinical Placement | 210 Hours | |
| | Preceptorship | 60 Hours | |

1. Work experience is a required part of the Health Care Assistant program in which the student obtains practical skills relevant to the learning objectives of the program. The requirements for participation in the work experience are as follows:
 - a. Standard First Aid & CPR C.
 - b. Criminal record check from the Ministry of Public Safety and Solicitor General, including clearance to work with vulnerable adults.
 - c. All the online orientation courses required by the Health Authority, include fit testing.
 - d. Immunization as required by sites of practice education and recommended by BC Centre for Disease Control: diphtheria and tetanus, polio, hepatitis B, measles, mumps, and rubella (MMR), varicella, and influenza.
 - e. Negative TB skin test or chest x-ray.
2. The process by which the student will be placed in a work experience is as follows:
3. After completing all the following courses, students will be eligible for clinical placement and preceptorship.

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| HCA 1010 – Health Care Assistant: Introduction to Practice |
| HCA 1020 – Health and Healing: Concepts for Practice |
| HCA 1030 – Health 1: Interpersonal communication |
| HCA 1040 – Health 2: Lifestyle and Choices |
| HCA 1050 – Healing 1: Caring for Individuals Experiencing Common Health Challenges |
| HCA 1060 – Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges |
| HCA 1070 - Healing 3: Personal Care and Assistance |

4. Apart from this student has to fulfill the following requirements as well-.
 - a. Standard First Aid & CPR C.
 - b. Criminal record check from the Ministry of Public Safety and Solicitor General, including clearance to work with vulnerable adults.
 - c. All the online orientation courses required by the Health Authority include fit testing.
 - d. Immunization as required by sites of practice education and recommended by BC Centre for Disease Control including:
 - i. Diphtheria and tetanus,

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- ii. polio,
 - iii. hepatitis B,
 - iv. measles, mumps, and rubella (MMR),
 - v. varicella, and influenza.
 - vi. Negative TB skin test or chest x-ray.
 - e. After fulfilling all the above requirements, the students can start their work experience.
5. Westminster College, the student, and the host organization will enter into a written agreement detailing each party's responsibilities and the activities the student will undertake during the clinical placement of 210 hours and preceptorship of 60 hours. A copy of the agreement will be provided to the student before the start date of the clinical placement and preceptorship.
6. The process by which the student will be evaluated in relation to the clinical placement and preceptorship component is as follows:
- i. For a clinical placement of 210 hours, students will be accompanied and will be supervised by a nurse who will take students in a group of 10 or less for clinical placement. This clinical placement can be completed in a long-term care, extended care or complex care. Students will report to their clinical instructor upon arrival & when taking breaks etc. The nursing/clinical instructor from Westminster College will monitor the student during the clinical placement every day as one of the instructors of Westminster College will accompany students all the time to evaluate whether the student is meeting the learning objectives of the Health Care Assistant Program.
 - ii. For a preceptorship of 60 hours, the student will be supervised by a site supervisor who is employed by the practice site and will be monitored by a representative from WMC.
 - iii. The HCA Skills Checklist will be utilized to indicate which skills the clinical placement and preceptorship instructor/mentor have assessed the student.
 - iv. For clinical placement, the instructor will do midterm and final work practice evaluation based on the observation and performance of students.
 - v. Students will also be evaluated based on Professional Behavior Development Rubric & Health Care Assistant Program Learning Outcomes Verification. Students will also be evaluated through a performance rating scale form by the host organization. The student will be provided with at least one written evaluation in relation to the clinical placement and preceptorship component.
7. For a preceptorship of 60 hours the student will be supervised by a site supervisor, who is employed by the practice site and will be monitored by a representative from Westminster College to evaluate whether the student is meeting the learning objectives of the Health Care Assistant Program.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

ADMISSIONS POLICY

| | | | |
|-----------------------|-------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Admissions Policy | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |
| Name of Program | Health Care Assistant Program | | |

ADMISSION REQUIREMENTS TO THE HEALTH CARE ASSISTANT PROGRAM

Program admission requirements are designed to ensure students have the basic knowledge, skills, and abilities to be successful in their career program. The admission criteria cannot be waived by either Westminster College or the applicant. Completed student applications are reviewed by the Senior Administrative Assistant responsible for Admissions to confirm all admission requirements have been met.

Admission Requirement for the HCA Program

- a) Grade 10 or mature student of 19 years of age or older.
- b) Must meet the English language proficiency as set by the B.C. Care Aide and Community Health Worker Registry: [HCA-Minimum-Program-Entry-Requirements.pdf](#)
- c) The following are to be completed prior to the first practice education experience:
 - i. Standard First Aid & CPR C
 - ii. Criminal Record Check
 - iii. Immunization as required by sites of practice education and recommended by BC Centre for Disease Control: diphtheria and tetanus, polio,
 - iv. hepatitis B, measles, mumps, and rubella (MMR),
 - v. varicella and influenza Negative TB skin test or
 - vi. chest x-ray, fit testing
 - vii. All the online orientation courses required by the Health Authority include fit testing.

Students who do not meet the immunization requirements may be prohibited from attending practice education experiences, depending on the particular health authority, practice education site, organization, or agency policy.

[HCA Program Practice Education Requirements](#)

Students who do not meet the immunization requirements may be prohibited from attending practice education experiences, depending on the particular health authority, practice education site, organization, or agency policy.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

PRIOR LEARNING ASSESSMENT AND RECOGNITION POLICY

| | | | |
|-----------------------|---|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Prior learning assessment and recognition policy | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |

PRIOR LEARNING ASSESSMENT AND RECOGNITION FOR ADMISSION REQUIREMENTS

1. WC does not provide prior learning assessments for any courses completed outside of Canada.
2. WC will not recognize any courses completed outside the country. This is because each country provides a diverse and unique curriculum. To ensure the appropriate and accurate content is covered, WC accepts only courses from domestic schools.
3. Students who have completed any required admission courses outside the country must successfully complete the prerequisite courses at WC or at a recognized Canadian school.
4. WC will accept and recognize an ICES Education Credential Assessment Evaluation for students educated outside of Canada.
5. WC does **NOT** use any sort of challenge exams for any course. The WC administration fully understands that in order to implement challenge exams, the WC must provide evidence to BCCNP to support the validity of the challenge exams by subject matter experts. However, WC does **not** have any plans to implement challenge exams at this time for any subject.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

ADMISSION WITH TRANSFER CREDIT POLICY

| | | | |
|-----------------------|--|----------------------|------------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Admission with Transfer Credit Policy | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | February 5, 2024 |

If you are a student transferring from an HCA program at another school in BC, you may be eligible to apply for transfer credits. These credits are granted for courses completed at other Recognized BC HCA Programs, and the BC colleges must be fully recognized by the BC Care Aide & Community Health Worker Registry.

All transfer students must also fulfill the language requirements established by the BC Care Aide & Community Health Worker Registry.

https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/job-seekers-employees/hca_program_entry_english_language_competency.pdf

Program admission requirements are designed to ensure that the students have the basic knowledge, skills, and abilities to be successful in their career program. The admission criteria cannot be waived by either WC or the applicant. Completed student applications are reviewed by the Admission Officer/HCA Coordinator/President to confirm all admission requirements have been met.

1. Criteria

- Only courses completed within six months will be considered.
- Course marks below the minimal pass grade will not be considered.
- Must meet all the clinical requirements.

2. Documentation Required

- Provide true original transcripts detailing all pre-admission requirements (see Admissions Policy)
- Only a true original transcript from transferring school is accepted. Photocopies will not be accepted.
- Students must arrange for true original transcripts. This won't happen automatically – only the student can authorize this.

3. Acceptance Requirement

- Transferring students must retake all courses in which they earned an unsuccessful or failing grade. Students entering the WC program are expected to repeat courses in which they received an unsatisfactory grade, as determined by their official transcript from the previous school.
- Students who fail a Practicum must retake the lab courses for the HCA program before commencing the Practicum.

4. Upon Acceptance into the Program

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Once accepted into the program, the following are to be completed prior to beginning of the CPE course:

- a) Cardiopulmonary Resuscitation (CPR)* as outlined in the Practice Education Guidelines (http://hspcanada.net/docs/PEG/1_6_Orientation_Students.pdf).
- b) Criminal record check under the terms of the Criminal Records Review Act and the Ministry of Justice process for educational institutions.
- c) Immunizations** as outlined in the Practice Education Guidelines (http://www.hspcanada.net/docs/PEG/1_3_Immunization.pdf).
- d) Negative TB skin test. If skin test is positive, proof of a negative TB chest x-ray is required.
- e) Fitting for N95 Respiratory Mask.
- f) Food Safe Level 1 Certificate.
- g) SPECO (Student Practice Education Core Orientation) on-line orientation.

* Health Care CPR expires one year from the date of issue. Current status is required for all clinical and practicum experiences.

**Students who do not meet the immunization requirements may be prohibited from attending practice education experiences, dependent on the particular health authority, practice education site, organization, or agency policy.

5. Required Characteristics

- a) Proficiency in the English language is a must (reading, writing and speaking);
- b) A caring attitude;

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

ACADEMIC HONESTY POLICY

| | | | |
|-----------------------|--------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | ACADEMIC HONESTY POLICY | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |

Students are obligated at all times to function within the framework of the student & clinical handbooks. Students are expected to maintain an environment of academic integrity. Actions involving academic dishonesty violate professional ethics and are disruptive to the academic environment. Students found guilty of academic dishonesty are subject to disciplinary action that could include immediate dismissal from the school.

Examples of academic dishonesty include (but are not limited to):

1. Plagiarism/copying from texts or articles and representing those words as one's own
 - a) Proper referencing must be applied to all written assignments using APA format.
 - b) Proper citations must be applied to all written assignments using APA format.
 - c) It is the student's responsibility to understand what plagiarism is
 - d) It is the student's responsibility to understand the meaning of APA format (Students may request information about APA format from reception at any time)
2. Copying from another student's work and representing the words as one's own
3. Changing answers on an exam during an exam review
4. Copying answers to quizzes and exams onto another paper during in class review
5. Copying material from the instructor's or administrative staff's desk without their permission
6. Duplication or submission of the same assignment for more than one class.
7. Plagiarism/Dishonesty of assignments/exams procedure of discipline:
 - a) First infraction; student receives a written warning, and the assignment/exam will receive an automatic 0%. Students must rewrite the assignment and a maximum of 70% can be attained.
 - b) Second infraction; the student is dismissed from the program.
8. Any student who fails to demonstrate the intellectual, ethical, or behavioral attributes necessary for a member of the health care profession may be subject to dismissal.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

LANGUAGE POLICY

| | | | |
|-----------------------|--------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | LANGUAGE POLICY | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |

Westminster College is an institution where the mode of instruction for programs is English. The Westminster College acknowledges the diverse cultural background of its faculty and students but provides instruction and training solely in English. WC prepares students for careers in English-speaking workplaces. Mindful of this, students, staff, and faculty will always speak English whenever they are on campus and during clinical practice experience, including preceptorship.

WC's campus includes all classrooms, labs, lunch areas and common areas. Consequences may include but are not limited to:

- a) Verbal warning from faculty or administrative staff (no more than 2)
- b) A written letter of reprimand to the student's file for failure to comply with school policy
- c) Referral to the Senior Educational Administrator/President for discussion of concerns related to any ongoing non-compliance.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

DRESS CODE POLICY

| | | | |
|-----------------------|--------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | DRESS CODE POLICY | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |

See the Clinical Handbook for the appropriate attire in the Laboratory and Clinical settings. While enrolled at WC, your general appearance should be as follows:

1. Classroom *Musts*:

- a) Good Personal Grooming & Hygiene
- b) Neat and Tidy Appearance
- c) Hair Styled away from the face.

2. Classroom *Must Nots*:

- a) No offensive Logos or Slogans on apparel
- b) Cell Phones must be turned off.
- c) No midriff, low cut or revealing clothing.
- d) No visible undergarments
- e) No hats, toques, ball caps or hoodies
- f) No beachwear, sleepwear or slippers

3. In addition to the above, the following occasions require additional consideration:

- **Event Functions:** (Guest Speakers, Open Houses, Conferences)

Musts:

4. Casual Business Attire – Dress for an interview (potential employers in attendance)

Must Nots:

- a) No Uniforms or Scrubs
- b) No Workout or Gym clothes
- c) No Sweatshirts or Sweatpants

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

EXTREME WEATHER POLICY

| | | | |
|-----------------------|-------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | EXTREME WEATHER POLICY | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |

Under extreme weather conditions, the Westminster College may be closed from time to time. If students are unsure about weather conditions or class cancellations, they may contact the school as early as 8 am. The reception will let you know whether classes are running as scheduled.

Additionally, if Simon Fraser University – Surrey Campus's classes are canceled, WC will also cancel classes.

If classes are canceled, they are canceled for the day. If classes are in session, and you do not attend, you will be marked absent. Class time missed due to extreme weather for any programs is subject to make up without prior notice, and class timing may be extended into the morning, evenings or weekends.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

STUDENT SUCCESS POLICY

| | | | |
|-----------------------|-------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Student Success Policy | | |
| Policy Effective Date | February 21, 2020 | Policy Revision Date | August 7, 2023 |

Westminster College offers unique and innovative approaches to education designated to facilitate student success in their respective programs of study.

1. Students are assessed and evaluated on a regular basis per the Student Assessment & Evaluation Policy
2. Students incurring personal difficulties are encouraged to speak with their instructors, and if warranted, extensions may be granted. Students requiring counseling considered beyond the scope of the Westminster College's abilities are assisted in their efforts to contact resources appropriate to their needs.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

In addition, the Westminster College observes policies which, directly or indirectly, help to ensure success in a respective program of study. These are as follows:

- Student Assessment/evaluation policy
- Instructor performance/evaluation policy
- Withdrawal policy
- Employment preparation policy
- Grade appeals policy
- Policy for hiring institution staff.
- Prior learning assessment policy
- Remediation policy
- Final exams & overall course marks policy

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

LAPTOP POLICY

| | | | |
|-----------------------|----------------------|-----------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Laptop Policy | | |
| Policy Effective Date | December 2020 | Policy Revision | August 7, 2023 |

Westminster College is focused on the study skills of its students. As such, students are allowed to use personal laptops while on-site and in class. However, they are to be used when appropriate and at the discretion of the instructor. Volume levels are to be set off or on silent. To avoid distraction, laptops are not to be started up once the class is in session unless directed to by the Instructor.

Students found using their personal laptops during class time for non-scholastic purposes will be asked to leave class and the instructor will create a Note-To-File. Continued violations of this policy will result in the loss of laptop privileges during class time.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

GRADE APPEAL POLICY

| | | | |
|-----------------------|---------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Grade Appeal | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

This policy assists students in the appeal process at Westminster College. Students may use this process to appeal assignments, exams, term marks and final course marks, as well as clinical evaluations. **It is imperative that students recognize the limited time allowed to make a formal appeal.**

Students who wish to protest decisions relating to their academic studies may do so. An objection should be made initially to the instructor. Should this route not be satisfactory, it may then progress to Administration.

The following process is to be used if no agreeable resolution can be made between the student & instructor/Westminster College in an informal setting.

If a reassessment is deemed appropriate, the process is as follows:

- a) A written appeal is to be received by the Director of Faculty & Programs/Administrator no later than 7 business days after the incident.
- b) The Director of Faculty & Programs/Administrator may confer with Instructors and /or any other appropriate staff within Westminster College.
- c) The decision of the Director of Faculty & Programs/Administrator on an appeal is a final disposition of that appeal.
- d) The Director of Faculty & Programs/Administrator shall allow a reassessment where it is decided that the original mark/ranking has been arrived at by the instructor through improper or unfair procedures.
- e) If a reassessment is to occur, the process is as follows:
 - i. Instructor to re-evaluate assignment/exam
 - ii. Director of Faculty & Programs/Administrator or impartial Instructor to re-evaluate term mark / final course mark.
- f) An appeal that is dismissed on the decision of the Director of Faculty & Programs/Administrator upholds the original mark/ranking decided on by the instructor.
- g) All members of the Appeal Process will not discuss the substance of an appeal with any other parties other than those directly related.
- h) The decision of the Director of Faculty & Programs/Administrator shall be communicated in writing to the appellant within seven business days of the final hearing of the appeal.
- i) The Director of Faculty & Programs/Administrator shall give reasons for the decision. This decision is deemed as final.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

CONFIDENTIAL POLICY

| | | | |
|-----------------------|-------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | CONFIDENTIALITY POLICY | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Westminster College has spent several years developing curricula that exceed the expectations of consumers and employers, thereby increasing the viability of graduates' success in the workplace. WC is willing to share this information with select individuals outside of contracted learners, coaches, or program associates who choose to follow accepted channels of communication. WC further believes that it is not the duty or the role of the learner, program associate or coach to divulge specific program information outside of general interest inquiries.

The students/learners/participants/coaches/associates realize the necessity to maintain confidentiality for any and all information regarding this agency and the training program to which they have contracted and not to disclose confidential training plan information. The intent of this agreement is to acknowledge this responsibility and to establish guidelines for action.

Any questions that the students/learners/associates may be subject to by other interested parties regarding any curriculum plan, curriculum outline, training plan, or requests outside general interest must be referred to the Director of Operations & Nursing. Failure to comply with this agreement is considered a breach of trust and may provide grounds for termination from the training program or contract/employment.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

WESTMINSTER COLLEGE POLICIES

Consent for Release of Public Relations

| | | | |
|-----------------------|--|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Consent for Release of Public Relations | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

From time to time, Westminster College will take photos of students in the class, community and/or clinical. The use of these photos is not limited to advertising in print, on the WC website in web advertising off the WC website or in television. I hereby authorize Westminster College or external media and any of their agents, employees or designate to take/make, broadcast, or publish any interviews, film, or photographs of myself for publicity or public information purposes. I hereby forever release, discharge and hold harmless all claims, actions, causes of actions on behalf of myself, heirs, executors, and administrators which I may have against Westminster College, its agents, employees or designates for the use of any of the film, photographs, or interviews produced and used as described.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Cell Phone and Social Media Policy

| | | | |
|-----------------------|---|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Cell Phone and Social Media Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Cell phones are an essential part of modern life; however, so is education. Cell phones can be disruptive to the learning environment. This policy ensures the disruption is held to the greatest minimum.

Classroom:

Students at WC may bring their phones to school but may not use them in the classroom.

- a) Cell Phones must be turned off in the classrooms and lab.
- b) Should the student need to be contacted in an emergency, call the school directly.

Clinical:

Cell Phones are NOT allowed in any clinical facility at any time during any scheduled hours.

Cell Phones may be used in designated cafeterias or outside facility prior to the scheduled clinical hours or after clinical hours. Any student found using their cell phones or other social media device in a classroom, lab and clinical facility during any scheduled hours will be dismissed for Professional Misconduct that day, and a subsequent Note to File will appear in their personal file at WC.

Social media encompasses a broad range of online sites, services, and activity. This includes blogs you write and those to which you comment, as well as sites such as Facebook, Instagram, Twitter; information generated via text messaging and multi messaging through portable communication devices such as cellular and smart phones.

- a) Keep in mind that information can be inaccurate and destroy someone's life and reputation.
- b) Client privacy can be breached as information is shared even when names and specific information has been deleted.
- c) Public trust of nurses can be compromised, nurses have the ethical responsibility to the public's privacy and confidentiality.
- d) Your online identity: social media blurs the line between personal and professional lives. Furthermore, once posted to the Web, information can be traced back and found virtually forever. Since your online identity is a trusted asset that you wish to build, be professional, courteous and respectful at all times. You are responsible for all of your activity online. Posting to personal sites should never be done from the Westminster College, should never be attributed to the Westminster College and should never appear to be endorsed by the Westminster College. Students must **not** use a camera or video recording in a clinical environment, classroom and lab without proper approval or permission.
- e) Responsibility: you are responsible for what you post. Online lives are ultimately linked and whether or not you choose to mention WC in your personal online networking activity, student and staff must realize that others could make the association. Remember that, online at least, there is no clear line between your work life and your personal life. Always be honest and respectful in both capacities.
- f) Be transparent: when participating in any professional online community, disclose your identity with your name, never create an alias, and never be anonymous.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

5. Be truthful: never make false or misleading statements in your online credentials and posts to ensure there is no embellishment.

TUITION PAYMENT POLICY

| | | | |
|-----------------------|-------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | TUITION PAYMENT POLICY | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Westminster College offers payment plans to ease the financial burden on students. Payment plans are generally monthly unless otherwise arranged with financial services. If you withdraw before completion of the program or your payment plan, it does not diminish your obligation to WC.

- a) Once you have completed less than 11% of the program you owe 30% of the full tuition
- b) Once you have completed between 11 and 30% of the program you owe 50% of the full tuition
- c) Once you have completed over 30% of the program you owe 100% of the full tuition

The above calculations will be made from the date of your withdrawal or dismissal letter. Tuition owing after withdrawal or dismissal is due immediately. This reflects PTIRU guidelines as set forth in the Refund Policy. HRSDC Funding Student being funded by HRSDC may have their tuition monies forwarded directly to them to pay off any outstanding tuition. It is the student's responsibility to ensure that this money is paid to the Westminster College within 5 business days of receiving funds. Failure to do so will result in the student being charged interest at the rate of 2% per month compounded and the student will be required to step out of class. This is also reportable to HRSDC. You will be required to provide a cheque or cash for your first tuition payment prior to receiving your textbooks & supplies from the Westminster College.

BC/Canada Student Loan Funding

- o *Scenario #1: Student Loan covers the entire tuition:* If you have been approved for a student loan that covers or exceeds the tuition owing, you will be required to activate your student loan documents prior to receiving your textbooks and supplies from the Westminster College. All student loan monies to cover the tuition will be paid directly to the Westminster College.
- o *Scenario #2: Student Loan covers only a portion of the tuition:* If you have been approved for a student loan that only covers a portion of the tuition owing, you are responsible for obtaining additional funding. Your personal payments will be due on the first day of class and post-dated cheques for each payment following. You will be required to activate your student loan documents prior to receiving your textbooks & supplies from the Westminster College.

Personal Funding

Students with personal payment plans for a portion and/or full tuition amounts are responsible for payment on or before the payment date as set forth in the payment agreement. Failure to do so will result in the student being charged interest at the rate of 2% per month compounded and the student will be required to step out of the class. Any student with overdue personal payments will be required to pay the outstanding amount prior to taking Final Examinations or stepping into the following Clinical

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

and/or Term. You will be required to provide a cheque or cash for your first tuition payment prior to receiving your textbooks & supplies from the Westminster College.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

TUITION CONTRACT

| | | | |
|-----------------------|---------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Tuition Contract | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

I understand by signing this agreement, I am entering into a Tuition Contract with Westminster College Inc. Any bursaries or discounts will be applied to my payment plan.

| | | |
|--------------------------------------|-------------|-------|
| HCA Tuition Contract - Domestic | \$8,874.00 | _____ |
| HCA Tuition Contract – International | \$11,924.00 | _____ |
| Student ID Card Replacement | \$35 | _____ |

My payment plan will be provided in writing by a Westminster College (WC) Financial Services representative, in accordance with PTIRU guidelines outlined in the Refund Policy.

A rewrite fee of \$50 will be charged per rewrite, with a maximum of three rewrites permitted throughout the entire program. Each course allows only one rewrite, and a rewrite of an exam cannot be rewritten again.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

WITHDRAWAL POLICY

| | | | |
|-----------------------|---------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Withdrawal Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Senior Educational Administrator/President. Refunds are calculated according to Westminster College Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

An international student whose application for a study permit has been denied is entitled to a refund under PTIRU bylaw if a copy of the denial letter is provided to Westminster College prior to the program start date.

Procedure:

A student may be entitled to a refund of tuition fees in the event that:

1. The student provides written notice to the institution that he or she is withdrawing from the program; the written notice of withdrawal may be delivered in person, by email or by registered or certified mail, provided a receipt or other verification is available that indicates the date on which the notice is delivered.
2. The notice of withdrawal is deemed to be effective from the date it is delivered.
3. The refund to which the student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
4. If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.
5. Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

WESTMINSTER COLLEGE RULES & REGULATIONS

| | | | |
|-----------------------|--|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Westminster College Rules & Regulations | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Students are expected to meet and adhere to the Code of Conduct set out in this policy when completing a program of study at Westminster College. If necessary, students should request clarification from the College Administrator or President. **“Student” representative of an individual presently enrolled at Westminster College- as either domestic or international; including students participating in work experience placements.**

Code of Conduct

While on Westminster College premises or in the course of activities or events hosted by Westminster College, students:

- a) must comply with all applicable Westminster College policies, including the Westminster College's Attendance Policy.
- b) must treat all students and staff with respect and not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behavior.
- c) must not steal, misuse, destroy or deface Westminster College property.
- d) must not consume, possess, or distribute alcohol or controlled or restricted substances; and
- e) must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline, and it is not exhaustive.

Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

Below you will find a list of expectations:

- a) Students are expected to conduct themselves in a professional manner at all times when in the classroom or at their clinical, preceptorship or practicum.
- b) Students must keep the appropriate attendance as outlined in the Westminster College's Attendance Policy.
- c) Students who are absent for any reason must call the school and clinical site/ instructor/ preceptor no later than one hour prior to the scheduled class/clinical start time as to the reason for their absence and their expected return to school.
- d) WC is a non-smoking facility. Students who smoke will do so outside of the building at least 25 feet from any entrance or exit to the building. Please use the smoking disposal receptacles.
- e) Students are to use street parking responsibly. Due to limited parking, students are encouraged to utilize public transit when available.
- f) The possession of drugs, alcoholic beverages or weapons on the school premises is strictly prohibited. Students under the influence of drugs or alcohol while on the

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

school premises or at a clinical/practicum site will be asked to leave the premises with the understanding that such an act may result in immediate dismissal from their program of enrollment.

- g) Students are financially responsible for any damage they cause to the school or the property of other students. Any major damages (over \$500) will be reviewed on an individual basis and may result in dismissal without previous offense.
- h) Students are expected at all times to treat one another and the Westminster College's staff in a respectful and courteous manner. No form of harassment will be tolerated, including but not limited to:
 - i. Name-calling
 - ii. Gossiping
 - iii. Unnecessarily raising one's vocals (yelling)
 - iv. Verbally or physically threatening others
 - v. Verbal or physical assault
 - vi. Scapegoating or bullying behaviors
 - vii. Discriminatory actions based in ageism, sexism, racism or attacks on spiritual belief.
- a) Good temperament must be practiced at all times. Students must bring all the required books and supplies to class each day.
- b) Plagiarism, cheating, or theft may be grounds for immediate expulsion. If you are unsure of what any of these terms mean, please clarify with the assistance of a faculty member.
- c) Students must not conduct themselves in an unruly manner on school or building premises and must abide by the professional building's rules.
- d) Students are not permitted to share WC's curriculum, forms, pictures, or printed matter with any other agency without a notice of consent on behalf of the College Administrator or President.
- e) Students are encouraged to occasionally refer to their Student Handbook/Clinical Handbook to ensure compliance with the expectations of a WC student.
- f) Violation of any of these rules will subject a student to possible expulsion from the Westminster College. Wherever possible, a violation of the rules will cause a written warning to be issued. Any combination of three (3) total violations will cause the student to be dismissed. In the event of a violation of a rule, which is deemed to be severe, the student will be dismissed from the Westminster College immediately. It is the responsibility of the Director of Operations & Nursing /SEA to review each situation and determine the appropriate action for violations.
- i) Students are not allowed to work full-time during study periods if they receive student loans.
- j) Classroom timing for any programs is subject to change without prior notice.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Test Administration Policy

| | | | |
|-----------------------|----------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Test Administration Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

1. Test questions are WC property, and any duplication is considered a violation of the Copyright Act.
2. Exam proctors are required to report to the Director of Operations & Nursing /SEA any incident where there is a suspicion or evidence of cheating or infraction of this policy.
3. Cheating during an exam includes:
 - a) Talking to another student
 - b) Looking at another student's paper
 - c) Looking at material which is not part of the exam package
 - d) using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions
 - e) Leaving the assigned place to talk with the proctor.
4. If the proctor observes or is suspicious of cheating (as outlined above), the proctor will remove the exam from the student and direct the student to leave the class immediately and wait in administration until the exam is complete. A meeting will be arranged with the proctor, student and Director of Operations & Nursing or, in her absence, the Senior Education Administrator.
5. Any infraction of this testing policy could result in:
 - a) The invalidation of test scores for the class or the individual
 - b) A loss of grade for the individual, or
 - c) Dismissal from the program
6. **Students must arrive 10 minutes early for examinations.** Students who arrive late for a scheduled exam will not be provided with additional time to complete the exam.
7. **Students arriving more than 15 minutes after the scheduled exam start time will need to sign a letter acknowledging they will be permitted to write the exam in only the remaining amount of time.**
8. Prior to the start of the exam, all Cell phones and watches must be placed on the front table prior to starting the exam and all personal belongings must be removed from the tables.
9. *During the exam, the following applies:*
 - a) *No test materials, documents or memoranda of any sort may be taken from the room while taking or reviewing the examination.*
 - b) Students will not give or receive help from other students.
 - c) There is to be no talking during the exam. Students are to raise their hand if there is a question, and the exam proctor will come to the student.
 - d) The exam proctor may not provide descriptions or definitions for any term or word featured within the examination.
 - e) If a student needs to leave the room for any exceptional reason, the proctor will call for an administrative staff member to accompany the student until return.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

10. Individuals may **not receive** exam results on the **same day** of their exam. The instructor's goal is to return the exam within a reasonable time and have up to 2 business days to complete exam marking and analysis prior to any individual exam review.
11. Concepts (exam content themes) tested on the exam can be reviewed with the class at the instructor's discretion. Students with specific questions about their exam must make arrangements to meet with their instructor to review the exam and receive clarification. Each student must make arrangements with their instructor to meet on a specific date and at a specific time.
12. Regardless of the number of courses a student failed, students in all programs will be given an opportunity to rewrite a maximum of **three (3) exams** in their program (as s per the Academic Progression and Graduation Requirements Policy).
13. In the rare circumstance where a regularly scheduled exam is missed and permission is given to retake the exam, the make-up examination must be approved by the Director of Operations & Nursing /SEA and will occur on the date assigned. The student must initiate the rescheduling of the exam and only if the absence is excused as per the Attendance Policy.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

RETURNING STUDENT POLICY

| | | | |
|-----------------------|---------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | RETURNING STUDENT POLICY | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

All class assignments are due by 0900 hours (day classes) or 1600 hours (evening classes) on the date assigned by the instructors. If you are not scheduled to be at the school on this day, it is your responsibility to ensure it is at the school on or before this time.

Assignments not handed in by the due date and time will be subjected to a Late Assignment penalty.

- a) A 5% deduction penalty will be applied to the total grade of any assignment that is submitted late for each passing 24-hour period since the due date and time.
- b) The assignments are marked out of the maximum possible marks of 100%.
- c) A student who does not submit an assignment will receive 0%.

Exceptions may be considered only in the case of extreme circumstances documented by legitimate and approved authority.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

REMEDIATION POLICY

| | | | |
|-----------------------|---------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Remediation Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Exams, Assignments & Papers:

1. Students with 70% or less on any exams or papers may re-write a supplemental exam/paper if their exam/paper mark is over 55%.
2. **If a student fails a course, there is an opportunity to write a comprehensive supplemental exam for a passing grade of 70%.**
3. **Students who re-write an exam will get a maximum score of 70% for the exam if they pass.**
4. Students in all programs will be given an opportunity to rewrite a maximum of **three (3) exams** in their programs, and students in **RN and Graduate Diploma in Nursing programs are** allowed to re-write each final exam once for each review module. A written request by the student with the rationale to re-write must be received no later than twenty-four (48) hours after receiving your mark. All exams, assignments, and papers must be completed. Failure to do so will result in an "Incomplete" in the corresponding course.

5. **Course(s) within a program or entire term:**

WC is dedicated to facilitating learning. Our programs require that all students demonstrate the ability to apply theory & skills into clinical application prior to graduation. If at any time you do not meet the requirements as set out in the Academic Progression and Graduation Requirements Policy, you may be asked to remediate that specific course(s) or the entire program and the corresponding Skill(s).

6. The students will be asked to meet with the College Administrator or President
7. Failing a course may result in the student being dismissed from their program immediately. The dismissal will occur in writing. However, students may be allowed to remediate at the Director of Operations & Nursing /SEA's discretion.
8. Any student remediating a course is required to submit new current reports, assignments and/or presentations. Any assignment(s) which have been previously handed in and marked in the original/previous undertaking of the course will not be accepted as valid in the current attempt. The assignment will be given the mark of 0% regardless of the mark originally given and considered plagiarized.

Remediation Payment:

For the Remediation of any Course/Program or portion thereof:

WC allows students to remediate courses based upon availability in that term. The final decision rests with the Director of Operations & Nursing /Senior Educational Administrator. Upon approval, students will be required to pay the cost of tuition for each course. This cost will vary as each course has a different number of classroom hours. If a student withdraws from a course and has completed more than one day of said course, the student will have to pay to retake the course. This payment must be made in FULL before the student is accepted back for remediation.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Student Awards Policy

| | | | |
|-----------------------|------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Student Awards Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

1. **Outstanding Achievement Award** – This award is presented at the Graduation Ceremony. This award is given to the student who demonstrates personal growth, dignity, caring, gentleness, and a thirst for knowledge. This is for the student who, against all odds, demonstrates academic success in visible areas of their life. Selection is made by faculty based on a 90% average in all courses, demonstrated leadership skills, active participation in the learning environment and consistent clinical performance throughout the program. This is only awarded to students who have successfully completed the program without remediation.
2. **Honours** - This award is presented at the Graduation Ceremony by Faculty to the student(s) who not only maintained a high academic average (over 90%) but also performed consistently well in all clinical placements. This is only awarded to students who have successfully completed the program without remediation.
3. **Distinction** - This award is presented at the Graduation Ceremony by Faculty to the student(s) with the high academic averages (over 80%) but also performed consistently well in all clinical placements. This is only awarded to students who have successfully completed the program without remediation.
4. **The WC Award for Clinical Excellence** - This award is presented at the Graduation Ceremony by members of the faculty. Nominations are presented by the faculty and selections are made based on clinical competencies, professional activities, relationship with faculty/peer group, and relationship with hospital/health care personnel, professional growth and potential for contribution to health care. This is only awarded to students who have successfully completed the program without remediation.
5. **Valedictorian Award** - For the student that excels in all aspects of their scholastic endeavors including marks, extracurricular activities, energy, interest and cooperation. This is only awarded to students who have successfully completed the program without remediation.
6. **Dedication to Success Award** - Acknowledging this student's commitment to caring for and overcoming all odds.
7. **Most Improved Award** – Celebrates a student's metamorphosis from student to professional.
8. **Awards for students in the Health Care Attendant and Personal Support Worker Program**
 - **HCA Gentle Care Award** - Given to the student who has demonstrated kindness, caring and respect for their patients while ensuring they maintain their dignity.
9. **Awards for students in the Nursing Unit Clerk Program**
 - **Nursing Unit Clerk Professional Practices Award** – This award is given to the student who is well balanced and has shown the ability to interact and communicate effectively and positively within all professional interpersonal relationships.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Student Awards Policy

| | | |
|-----------------------------|--------------------------|-------------------|
| Evaluation & Grading System | February 21, 2020 | February 21, 2020 |
| Name of Policy | Effective Date | Revision Date |

Students' term grades in all courses are filed in Student Services, and these are the official records of the Westminster College. A final grade will be provided to students within (10) business days of their last final exam within their level/term. A grade once earned and recorded can only be adjusted upon review by the Director of Operations & Nursing / Senior Educational Administrator. If a student is required to remediate a course, however, the new grade earned is the one used toward the fulfillment of the diploma requirements.

| Grade | Percentages (HCA, SSW, ACSW, Business, and Office Administration programs) | Percentages (Business, SSW, ACSW, Business and Office programs) |
|-------|--|---|
| A | 86-100% | A 86-100% |
| B | 73-85% | B 73-85% |
| C+ | 67-72% | C+ 67-72% |
| C | 65-66% | C 60-66% |
| F | 0-64% | F 0-59% |
| I | Incomplete | |
| M | Mastered | |
| NM | Non-Mastery | |
| PLA | Prior Learning Assessment (Transfer credit approved by the Senior Educational Administrator) | |
| RD | Required Dismissal by the Director of Operations & Nursing or SEA | |
| W | Student Withdrawal | |

Meet all general academic requirements of WC

1. The passing grade for each of the theory courses within the HCA program is:

- 70% on the midterm and final exams
- 70% overall in each course

*Students may be allowed to rewrite failed exams per the Test Administration Policy. This must be requested within 24 hours of receiving their exam mark. In circumstances wherein a student fails his/her midterm, overall course mark and performance will be reviewed by the HCA Coordinator/Campus Director as to how the student will progress in the course. If a student fails a final exam, he/she must either rewrite the exam or remediate the course regardless of the overall course mark. **If a student fails both midterm and final exams, remediation of that course is required, regardless of the overall course mark.***

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Student Assessment & Evaluation Policy

| | | | |
|-----------------------|---|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Student Assessment & Evaluation Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Westminster College is focused on the successful integration of each student into his/her chosen profession. As a result, instructors are required to provide timely feedback to each student in the way of verbal and/or written progress reports and/or subsequent follow-up evaluations at regularly scheduled intervals throughout the program.

Instructors are also asked to submit written classroom reports to the Director of Operations & Nursing /SEA. Term Meetings occur regularly and it is here that Instructors are asked to share information with their colleagues in regards to their concerns with specific students or classroom behavior. Discussion of relevant student issues or classroom concerns is designed to ensure consistent, collaborative and effective student progress in the way of assessments and evaluations and to help identify potential concerns which may then be addressed proactively rather than reactively.

In the classroom setting, individual Student Progress Reports are based on learning objectives that are specific to the learning needs of the student and are to be completed by instructors at midterm and their last class. Evaluations of students in the clinical environment are based on clinical objectives specific to the learning needs of the student. Students are provided with verbal feedback regarding their progress in the clinical setting on an ongoing basis. This feedback is placed in writing at the midterm point and at the completion of every clinical rotation.

If a student in either the clinical or classroom setting, upon reviewing a progress report or evaluation, concurs with the instructor's comments, he/she is asked to sign the document indicating that they have read and understood its contents. Students who disagree with the comments provided by the respective instructor are asked to speak first to their instructor as per the chain of command. If a student, after speaking with the instructor, is not satisfied with the instructor's attempts to justify comments provided in the progress report, he/she will then communicate their dissatisfaction to the instructor, and the instructor will explain the procedure required for dispute resolution. Please refer to the Dispute Resolution Policy.

Notes-to-File

On the occasion that an instructor feels that more specific feedback is warranted, a Note-to-File (NTF) will be completed by the instructor and subsequently reviewed with the student in a confidential and safe environment. The students will be asked to add their perception of the events which resulted in the NTF. At this time, a resolution is sought in the way of a joint plan of action. If the student and instructor agree with a future course of action, the action plan is recorded and signed by both the instructor and the student. The instructor submits the NTF to the Director of Director of Operations & Nursing /SEA. The NTF is subsequently placed in the student's file.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

EMPLOYMENT PREPARATION/ASSISTANCE POLICY

| | | | |
|-----------------------|--|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Employment Preparation/Assistance Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

In assisting students with future employment opportunities, Westminster College offers job search skills preparation within each program. This includes:

- Basic resume preparation
- Interview Coaching
- Internet Searches: how to classify a job search
- Review of the job posting board – updated at regular intervals by Administration, Instructors and past graduates. This information is also emailed/mailed to Alumni

In addition, students will have an opportunity to develop personal portfolios throughout the context of the program that are evaluated by instructors and are utilized by the student as a means to assist them with their entry into the workplace.

This Westminster College policy is to ensure your success in the program of your choice. If at any time you feel overwhelmed or unsure of your progress in your courses, we encourage you to inform your instructor immediately. As well, make an appointment to meet with the HCA Coordinator/Campus Director, or SEA, or Westminster College Counsellor to assist you in creating a learning plan. Instructor & peer tutoring are available by request at no cost to you, as per the Student Success Policy

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Student Records Retrieval and Archiving System Policy

| | | | |
|-----------------------|---|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Student Records Retrieval and Archiving System Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Alumni requesting official transcripts and/or diplomas from the Westminster College must place their requests in writing and allow 7-10 business days for the processing of their request.

All student files are archived in a secure, off-site archival storage. This archival process is regulated and set out by PTIRU.

Any copies of material will be generated by the staff member and then given to the student. A processing fee will be charged to the student upon receipt of each requested official transcript or diploma bearing the Westminster College's legal seal.

Current students wishing to access their student records/files need to make this request verbally with an administrative staff member. The file is then presented in a confidential setting (an office) with the administrative staff member present at all times. Any copies of material that are requested by the student are generated by the staff member and then given to the student within 7-10 business days.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Policy on Health and Safety Policy

| | | | |
|-----------------------|---|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Policy on Health and Safety Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Requirements for a Health Care Worker in British Columbia

1. Graduation from a recognized school of training. A program of a minimum of six months and that provides work experiences/practicums/clinical in some of the following areas:
 - a) Long term care, extended care, special care, mental health care or group homes.
 - b) Acute care, rehabilitation or brain injury units
 - c) Specialty offices
2. Health professionals work very closely with the frail, elderly, very young, and ill therefore must ensure that they are free from communicable diseases. Students may be asked to show proof of the following when seeking employment in a healthcare setting:
 - a) Negative TB test
 - b) Hepatitis B immunization
 - c) Meet all Requisite Skills and Abilities to ensure the safety of the public.
 - d) Medically fit to perform the strenuous activities required of a healthcare worker.
 - e) Criminal Record Clearance thru the Ministry
 - f) CPR - C and Standard First Aid
3. All healthcare workers must have a criminal record check performed. If a student has completed a criminal record check with other organizations registered with the Criminal Records Review Program (CRRP), he/ she is required to sign the Criminal Record Check Waiver. To share a check, the student must have a completed a criminal record check for children and vulnerable adults within the last 5 years through the CRRP and the sharing request must be for the same type of check as previously completed. Additionally, the initial criminal record check must not have resulted in a determination of risk to children and/or vulnerable adults as defined in the Criminal records Review Act. A criminal record is not an automatic bar to employment. It will depend on what the record reveals. If you do have a criminal record you are requested to discuss this with Student Services who will be able to advise you as to how to proceed.
4. You are responsible to monitor your practice and skill level at all times to ensure that you are safe when administering care to others. WC is not responsible for your skill and practice once you have graduated and are working.
5. WC will provide additional training to you should you require this to keep your job or move into a new one. There may be a fee associated with this based upon an assessment of your requirements.
6. WC grads are encouraged to use our labs or library resources at any time, free of charge provided they have made an appointment to access these resources when current students are not using them. No resources are permitted to leave the building at any time.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

PERSONAL LIABILITY WAIVER POLICY

| | | | |
|-----------------------|---|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Personal Liability Waiver Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

I, the undersigned, hereby agree to the following terms and conditions as a requisite for participation in a course of study with Westminster College. I fully understand and have been informed of in detail the type of activity, physical or otherwise, that will be involved in my course of study with Westminster College.

At this time I submit that I am physically fit to perform activities required for the _____ Program and agree to produce a medical certificate to that effect if such is requested of me at any time during my program should faculty or academic staff express concern in this regard. I agree to inform Westminster College of any changes in my physical condition as it relates to my ability to perform the activity required of me during my program/preceptorship(s) as soon as possible, if any such change should occur.

I, my heirs, and/or successors and/or legal representatives, collectively referred to as releasers, agrees to indemnify, save and hold harmless Westminster College and/or its employees and/or directors, herein collectively referred to as releases, and each of them from any form of loss, liability, damage or cost (including attorney fees) which releases may incur as a result of injury, improperly administered first aid, death, and/or property damage to the undersigned.

This document is intended to be as broad as it is permissible under the law of Canada and the Province of British Columbia and this agreement shall be interpreted under the laws of Canada and British Columbia, and if any portion of this agreement is invalid, it is agreed that the balance shall continue in full force and effect.

The undersigned has read and voluntarily signs the release and waiver of responsibility and indemnity agreement and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

The undersigned acknowledges that he/she has read the foregoing paragraphs and is completely aware of the potential dangers incident to engaging in these activities and is fully aware of the legal consequences of signing this liability waiver.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

ACCOMMODATION POLICY

| | | | |
|-----------------------|----------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Accommodation Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Purpose:

The WC aims for student accommodation which supports the inclusion and full participation of students with disabilities or personal medical situations in educational life. The instructors must make efforts to build or adapt educational services to accommodate students with disabilities or personal medical situations in a way that promotes their full participation. Barriers must be prevented or removed so that students with disabilities or personal medical situations are provided with equal opportunities to access and benefit from their environment and face the same duties and requirements as everyone else, with dignity and without impediment.

To request an accommodation, a student must follow the following process:

1. The student would fill out the Student Request for Accommodation form and submit to the Director of Operations & Nursing. If unable to fill out, a verbal request with assistance from the Director of Operations & Nursing would be acceptable.
2. The student must provide appropriate written documentation upon the time of the request. These documents must be from a certified and/or licensed professional who has specific expertise and experience in the diagnosis of the conditions for which the accommodation is being requested.
3. The Director of Operations & Nursing will work in consultation with the student to make appropriate accommodation.
4. The Director of Operations & Nursing will provide the student with an accommodation letter outlining the specific accommodation, which the student can share with their instructor.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

POST-EXAMINATION REVIEW POLICY

| | | | |
|-----------------------|---------------------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Post-Examination Review Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Description:

The WC recognizes that students would like to review exam materials to assess where they went wrong and enhance their learning. However, since testing materials are subject to future use means that test items, scoring keys, and other testing materials are categorized as confidential information. To balance the need of a student to understand their examination performance with test confidentiality the WC has developed a process for examination review.

Purpose:

A post-examination review provides students with an opportunity to review the questions answered incorrectly, the incorrect answers and the correct answers. NOTE: A post-examination review does NOT alter a failing grade in any way.

Exam Review Process:

- a) Tests will be reviewed with an instructor during the first class after the marks have been distributed.
- b) Students are not allowed to take any notes or have any electronic devices present during test review.
- c) Exam review session to be no longer than 30 minutes.
- d) Test computer answer sheets and the question sheets will be collected after students have seen their results.
- e) A student who is absent for test review may make an appointment with the instructor to review the test within 7 days of the exam review or the opportunity to review the test will be forfeited.
- f) The examination review session is to address student learning gaps and NOT to change exam marks.
- g) Any request for exam grade changes must be submitted by the student to the course instructor and agreed to by the instructor and Director of Operations & Nursing.

Exam Review Process Steps:

- a) The instructor has to mark the exams within 48 hours once the exam is done.
- b) Once the instructor has marked the exam, he/she will review the exams with the student in the next class for not more than 30 minutes.
- c) For final exam review the instructor may request the assigned teacher for accommodating 30 minutes of their class time for the exam review session. This may be later adjusted with breaks or in class activity sessions to make sure that the students don't miss any of their lecture time.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- d) The instructors are advised to collaborate with each other in order to avoid miscommunication or loss of lecture time during this session. Feedbacks for exams are a key to enhance the students learning and to boost up their confidence. For this reason this session will be utilized in the best way possible to create more learning opportunity.
- e) The instructor is to ensure all materials and cell phones are put away during the review session.

After session, instructor collects all materials and returns to Admin Support staff for filing purposes

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

PTIRU Approved Fee for Programs:

Business Administration:

Tuition & Fees For Domestic Students

Tuition: \$16,000

Application Fee: \$150

Administration Fee: \$250

Assessment Fee: \$200

Text Books: \$2,000

Course Materials: \$450

Other: \$200

Health Care Assistant:

Tuition & Fees For Domestic Students

Tuition: \$7,500

Application Fee: \$150

Administration Fee: \$200

Assessment Fee: \$200

Text Books: \$574

Course Materials: \$250

Office Administration:

Tuition & Fees For Domestic Students

Tuition: \$7,500

Application Fee: \$250

Text Books: \$650

Addictions Community Support Worker Diploma

Tuition & Fees For Domestic Students

Tuition: \$16,000

Application Fee: \$150

Administration Fee: \$250

Assessment Fee: \$200

Text Books: \$1,750

Course Materials: \$450

Other: \$200

Social Service Support Worker Diploma

Tuition & Fees For Domestic Students

Tuition: \$13,500

Application Fee: \$150

Administration Fee: \$250

Assessment Fee: \$200

Text Books: \$1,950

Course Materials: \$450

Other: \$200

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

FIELD TRIP POLICY

| | | | |
|-----------------------|--------------------------|----------------------|----------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Field trip Policy | | |
| Policy Effective Date | December 2020 | Policy Revision Date | August 7, 2023 |

Field trip Policy

The College recognizes the benefits of student field trips when such optional trips supplement educational programs for students.

Effective learning experiences often result from firsthand observation of, or participation in, events or activities that occur in the community away from the WC. The WC Board believes it is of paramount importance that field trips are selected, planned, organized, and conducted in the context of:

- a) Clear benefit to students.
- b) Safety and security of all participants.
- c) Risk assessment and management of off-site activities; and
- d) Protection of students, staff, volunteers, and the WC.

Administrative Procedures

The Instructor or designated administrator must ensure that all WC field trips are appropriately planned, authorized by Senior Educational Administrator, organized, and supervised.

Field Trips may be approved only after giving due consideration to factors identified in this policy and accompanying administrative procedures.

All field trip documents related to the approval, planning, communication, and written informed consent shall be stored at the originating WC and retained on file, as required by the WC. These documents will include:

- a) Detailed written description of the field trip.
- b) Written informed consent signed by students/guardian.
- c) Student roster with home and emergency contact information.
- d) Transportation information; and
- e) Detailed and full accounting of costs, expenditure, etc.

One-Day Field Trips

The Instructor is responsible for ensuring that the approval documents for a one-day field trip are completed prior to approving one-day field trips.

General Guidelines for Organizing Field Trips

Planning

The following guidelines should be observed when planning field trips:

- a) The safety, security, supervision, and well-being of students must be the prime consideration when planning a trip.
- b) Principals must ensure that suitably qualified employees and approved volunteers are selected for supervisory responsibilities.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- c) Arrangements must be made for students not participating in the trip and for the instruction of classes normally taught by teachers who will accompany students on the trip.
- d) The teacher and WC office must have a student roster list including home and emergency contact information for all participants.
- e) At least one supervising adult will have a cellular phone available for emergency use.
- f) The teacher must carry or have access to a first aid kit during the field trip.
- g) A copy of each student's medical form must be available to staff on multiple-day field trips in case of medical emergencies.
- h) The WC is not responsible for any losses which may arise from cancellation or alteration of a supplementary or optional field trip itinerary.
- i) Supplementary or optional field trips will operate at no additional cost to the WC.
- j) The cost of teacher(s)-on-call shall be included in the cost of a supplementary or optional field trip.
- k) Revenues and expenditures for the field trip are to be accounted for in a budget statement.

Informed Consent

The written informed consent of students/guardians is required for participation of students in all field trips. A full description of the field trip must be provided to students/guardians in writing and must address:

- a. How the field trip supplements the educational program;
- b. Notice that the field trip is optional, and that arrangements will be made for students who are not participating.
- c. Notification of student/guardians Pre-Trip meeting. A Pre-Trip meeting is required for all Multiple-Day field trips;
- d. Description of supervisors: teachers, employees of the WC, and other adult volunteers, along with contact information;
- e. Transportation and accommodation arrangements;
- f. Itinerary consisting of date(s), departure and return times and schedule of planned activities;
- g. Description of planned activities and levels of direct and indirect supervision;
- h. Description of inherent risks and potential consequences;
- i. Assessment of student skills and abilities as pertaining to the field trip activity (if applicable);
- j. Behavioral expectations of students plus rules and regulations.
- k. Emergency Planning/Cancellation of Trip information, including cancellation provisions, collection/disclosure of student medical and personal information, first-aid arrangements, and the Emergency Communication and Return Plan; and

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- I. Student/guardian responsibility to determine whether the student may participate in the field trip.

A written informed consent form for the field trip must be obtained with a student/guardian signature. A written informed consent form must state that the student/guardian has been alerted to the increased risk and consequences of injury inherent in the activity and accepts responsibility for the consequences of that risk should they freely choose to have the student participate.

A Pre-Trip student/student scheduled information meeting is mandatory for all high-risk day activities, or multiple-day field trips. An administrator, SEA or Director of Operations & Nursing must be present at the meeting to discuss expected behavior.

Supervision

Conscientious supervision of students is mandatory during all field trips.

Volunteer supervisors must be screened by the SEA or Director of Operations & Nursing or designate for suitability.

The SEA or Director of Operations & Nursing must be satisfied that the teacher(s) and other supervisors will provide adequate supervision and follow recognized safety procedures for the planned activities to mitigate potential risks and address the safety of students and supervisors. Either the SEA, Director of Operations & Nursing, or a designated administrator will be accessible to and/or available at the WC, if necessary, to attend to emergencies that arise during field trips.

Transportation

Transportation of students by private vehicles shall be their responsibilities and WC is not responsible. All field trip transportation is subject to the regulation and law of the relevant municipal, provincial, federal or international jurisdiction.

Annual Review of Policy

The Senior Educational Administrator or designate will review this policy as needed.

Westminster College Program Acknowledgement of Requirements

Note: Application Fee, Assessment Fee and Administration Fees are non-refundable. Tuition fee does not cover living expenses and cost of textbooks.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Critical Incident and Crisis Management Policy

| | | | |
|-----------------------|--|----------------------|--------------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Critical Incident and Crisis Management Policy | | |
| Policy Effective Date | September 21, 2025 | Policy Revision Date | September 25, 2025 |

Critical Incident and Crisis Management Policy

Purpose

The purpose of this policy is to establish a framework for effectively managing critical incidents and crises at Westminster College (WC). This policy ensures the safety and well-being of students, staff, and visitors, minimizes disruption to college operations, and protects the institution's reputation, while also meeting the requirements of the EQA Code of Practice.

Policy Statement

To ensure readiness and resilience in times of emergency, Westminster College has established this Critical Incident and Crisis Management Policy and created a Critical Incident Response Team (CIRT). WC is committed to:

- Ensuring the safety and well-being of all members of the college community.
- Responding promptly and effectively to critical incidents and crises.
- Maintaining clear communication channels during emergencies.
- Providing resources and support to those affected.
- Meeting requirements of the EQA Policy and Procedures Manual by having a publicly available, clearly defined crisis management process.

Definitions

- Critical Incident: An event that poses a significant risk to the safety, security, or operations of WC and requires immediate action (e.g., natural disaster, violent incident, serious accident).
- Crisis: A situation that escalates beyond a critical incident and threatens long-term operations, reputation, or survival of WC.
- Critical Incident Response Team (CIRT): A designated group of WC staff responsible for managing and coordinating the institutional response during crises and critical incidents.

Scope

This policy applies to all Westminster College campuses, employees, students, contractors, and visitors. It covers incidents including but not limited to:

- Natural disasters (e.g., fire, earthquake, flood).
- Health and medical emergencies.
- Violence, harassment, or threats to safety.
- Cybersecurity breaches or IT failures.
- Infrastructure or utility failures.

Roles and Responsibilities

Critical Incident Response Team (CIRT):

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- Composition: Senior management, campus managers, facilities/security personnel, and key department heads.
- Responsibilities:
 - Assess incidents and determine response level.
 - Activate and oversee emergency response procedures.
 - Ensure timely communication with students, staff, media, and authorities.
 - Document actions and outcomes for post-incident review.

Campus Managers:

- Ensure emergency procedures are in place and communicated.
- Act as on-site coordinators during critical incidents.

Employees:

- Know and follow emergency procedures.
- Report incidents immediately.
- Follow CIRT and emergency personnel instructions.

Students and Visitors:

- Follow emergency instructions.
- Report safety concerns promptly.

Procedures

Preparation and Prevention:

- Conduct regular risk assessments to identify vulnerabilities.
- Maintain and annually review emergency response plans.
- Provide annual emergency training and drills for staff and students.

Response:

- Notify the CIRT immediately upon identification of a critical incident.
- Activate the emergency response plan (evacuation, lockdown, shelter-in-place, etc.).
- Maintain communication with stakeholders via designated channels (email, text alerts, campus announcements).
- Provide immediate support services (First Aid, mental health counselling).

Recovery:

- Assess the impact and resume operations as soon as possible.
- Conduct a post-incident debrief to identify lessons learned.
- Update emergency plans accordingly.

Communication

- WC will maintain a crisis communication plan to ensure clear, accurate, and timely messaging.
- Only designated spokespersons will communicate with media and external agencies.
- Internal updates will be shared via email, SMS, and campus announcements.

Training and Awareness

- Annual mandatory training for employees on emergency response procedures.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- Student orientation programs will include information on emergency procedures, consistent with EQA Code of Practice requirements.

Compliance

Failure to comply with this policy may result in disciplinary action for employees or students. Non-compliance may also impact WC's EQA designation, as the Ministry requires institutions to have and implement a Critical Incident and Crisis Management Policy

Review and Updates

This policy will be reviewed every two years or following any major incident, whichever comes first.

Approval and Authority

This policy is approved by the President of Westminster College and enforced by the Critical Incident Response Team (CIRT).

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

Academic Standing Policy

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|-----------------------|--|----------------------|--------------------|
| Name of Institution | Westminster College | Institution ID | ID-03498 |
| Name of Policy | Critical Incident and Crisis Management Policy | | |
| Policy Effective Date | September 21, 2025 | Policy Revision Date | September 25, 2025 |

Purpose

This policy outlines Westminster College's standards for monitoring, evaluating, and supporting student academic performance to ensure fairness, transparency, and compliance with the requirements of the Private Training Institutions Branch (PTIRU) and Education Quality Assurance (EQA) designation.

1. Academic Standing Categories

Students enrolled at Westminster College will be assigned one of the following academic standings based on their performance:

- **Good Standing**
A student is in Good Standing if they maintain a minimum passing grade in all courses and meet program attendance requirements.
- **Probationary Standing**
A student will be placed on Academic Probation if they:
 - Fail one or more courses, or
 - Achieve a cumulative grade point average (GPA) below the program's required minimum standard (generally 70% or equivalent), or
 - Fail to meet attendance requirements as outlined in the Attendance Policy.
- **Unsatisfactory Standing (Dismissal)**
A student may be dismissed from the program if they:
 - Fail to achieve satisfactory improvement while on probation, or
 - Fail the same course twice, or
 - Engage in repeated academic misconduct.

2. Monitoring and Notification

- Student academic performance is reviewed at the end of each evaluation period (e.g., term, module, or course).
- Students who are placed on probation will receive written notification outlining the reasons, conditions for returning to Good Standing, and available supports.
- Students at risk will be encouraged to meet with their instructor or program coordinator for guidance.

3. Returning to Good Standing

A student may return to Good Standing if they:

- Successfully complete failed or repeated courses, and/or
- Achieve a cumulative GPA at or above the program minimum, and
- Meet attendance and conduct requirements.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

4. Appeal Process

Students who wish to appeal their academic standing decision may submit a written appeal within 10 business days of notification. Appeals will be reviewed by the Senior Educational Administrator/President, whose decision will be final.

5. Student Support

Westminster College is committed to supporting student success. Students on probation are encouraged to access available academic resources, including:

- Instructor consultations
- Tutoring (if available)
- Academic advising

Effective Date: September 19, 2025

Approved By: Dr. Nessim Tariq, President of Westminster College

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

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|-----------------------------------|------------------|--------------------|
| Westminster College | | ID-03498 |
| Name of Institution | | Institution Number |
| Harassment and Anti-Racism Policy | February 5, 2025 | September 19, 2025 |
| Name of Policy | Effective Date | Revision Date |
| For All Approved Programs | | |
| Name of Program: | | |

Harassment and Anti-Racism Policy

1. Purpose

Westminster College is committed to providing a safe, respectful, and inclusive learning environment for all students, faculty, and staff. In accordance with the British Columbia Human Rights Code, the College prohibits all forms of discrimination, harassment, and racism. This policy outlines the expectations, rights, and responsibilities of our community members and the procedures for addressing concerns.

2. Scope

This policy applies to all students, faculty, staff, contractors, and visitors of Westminster College. It covers conduct that occurs:

- On campus or in college facilities
- During online classes or communications
- At college-sponsored events, activities, and practicums
- Off-campus where the conduct negatively affects the learning or working environment

3. Definitions

- Harassment: Any unwelcome comment, conduct, gesture, or contact that is known, or ought reasonably to be known, to cause offence, humiliation, or intimidation. This includes sexual harassment.
- Racism: Any behaviour, action, or practice that expresses prejudice, bias, or discrimination against individuals or groups based on race, ancestry, colour, place of origin, or ethnicity.
- Discrimination: Unequal treatment based on a protected ground under the BC Human Rights Code, such as race, gender, religion, sexual orientation, disability, age, or family status.

4. Policy Statement

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

- Harassment, racism, and discrimination of any kind are strictly prohibited.
- All members of the College community are entitled to dignity, respect, and equal opportunity.
- Retaliation against anyone who makes a complaint or participates in an investigation will not be tolerated.

5. Responsibilities

- Students: Treat peers, faculty, and staff with respect and report incidents of harassment or racism.
- Faculty and Staff: Model respectful behaviour, intervene when safe to do so, and report concerns.
- College Administration: Ensure complaints are addressed promptly, fairly, and confidentially in accordance with this policy.

6. Reporting Procedures

1. Students who experience or witness harassment or racism are encouraged to report the incident to the Campus Director or the Senior Educational Administrator (SEA).
2. Complaints may be made in writing.
3. The College will review all complaints promptly and may conduct an investigation.
4. Where appropriate, informal resolution may be attempted (e.g., mediation). If the issue cannot be resolved informally, a formal investigation will be conducted.

7. Possible Outcomes

- If harassment or racism is substantiated, disciplinary measures may include:
- Verbal or written warnings
- Mandatory training or counselling
- Suspension or dismissal from the College (for students)
- Termination of employment (for staff or contractors)

8. Confidentiality

All reports will be handled with the utmost confidentiality. Information will only be shared with those directly involved in resolving the matter.

9. Support Services

Students affected by harassment or racism will be offered access to counselling services, academic accommodations, or referrals to external support agencies as needed.

10. Review of Policy

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

This policy will be reviewed annually to ensure compliance with the BC Human Rights Code and best practices in creating a respectful and inclusive academic environment.

Effective Date: September 19, 2025

Approved By: Dr. Nessim Tariq, President of Westminster College

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU). Certified institutions must comply with regulatory requirements, including the requirement to have a Harassment and Anti-Racism Policy. For more information about PTIRU, go to www.privatetraininginstitutions.gov.bc.ca.

PRIVATE INSTITUTIONS BRANCH REGULATED POLICIES:

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU). Certified institutions are required to comply with all regulatory standards, including the implementation of key policies such as the Tuition Refund Policy, Harassment and Anti-Racism Policy, Academic Standing Policy, Sexual Violence and Misconduct Policy, Academic and Non-Academic Dispute Resolution Policy, and the Critical Incident and Crisis Management Policy. For more information about PTIRU, go to www.privatetraininginstitutions.gov.bc.ca.

Confirmation of Receipt of Student book:

I, the undersigned, have received the Westminster College Handbook, and the Westminster College's policies and procedures as presented in the handbook. I have read and agree to abide by all policies contained in the handbook. I have an understanding of the program's requirements, and I am aware of its graduation requirements. Westminster College has informed that Application Fee, Assessment Fee and Administration Fees are non-refundable. Tuition fee does not cover the cost of living expenses and cost of textbooks.

Printed Name

Signature

If under 19 Years Parent / Guardian

Date

Date