



Student Statement of Rights

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REVIEW REQUIREMENTS: Every two (2) years

PERSON RESPONSIBLE FOR POLICY: Senior Education Administrator

STATEMENT OF RIGHTS

Seabird College is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

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

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

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.



STUDENT RIGHTS AND RESPONSIBILITIES

It is our commitment to create a safe and caring environment for every student and staff member at Seabird College and Adult Education. As a student you have rights and responsibilities. The right to be treated fairly and with respect and the expectation that you will do the same for others is paramount.

Students have the right to:

- Be free from discrimination, racism, harassment, unnecessary noise and disruption in class at and at the College;
- Have a safe and comfortable class with all required equipment and tools to complete your program of study;
- Think, write, speak, learn and pursue social, cultural and other interests subject to the requirement that you respect the rights of others;
- Receive comprehensive information, through a detailed syllabus on the course outline, assignments, tests and relevant course information;
- Receive timely feedback on academic performance and an assessment at report card periods;
- Participate in a physical and virtual learning environment that is safe and conducive to learning;
- Receive incentives if they meet the criteria and guidelines.
- Seek additional supports in terms of tutoring, transportation, meals, cultural supports and social and cultural supports under established guidelines.

Students have the responsibility to:

- Become familiar and abide by college policies, procedures, rules and regulations and to respectfully advocate for yourself when necessary;
- Communicate and behave in a way which shows respect for all students and staff;
- Demonstrate pride in our campus by treating all areas of the campus and learning environment with respect and refraining from damage, litter, graffiti, etc.;
- Take care of all equipment and tools provided by the College for instruction;
- Recognize that we all share the space, including respectful use of common and classroom areas, and smoking only in the designated smoking areas.

Students have the responsibility to accept the instructor's right to:

- Manage the classroom in both physical and virtual environments, including creating guidelines for the use of electronic devices;
- Determine subject content, delivery methods and grade assessment which meets prescribed learning outcomes and provincial curriculum.
- Apply attendance and other policies and set reasonable deadlines for assigned work.
- Expect that students write tests when scheduled and that they submit work that is their own.
- Expect respectful behavior.