



Student Statement of Rights

Community Wellness Foundations Certificate — Older Adult Focus

Policy Title	Effective Date	Revision Date
Student Statement of Rights	Upon Institutional Certification	Version 1.2

This Statement of Rights is posted in a prominent place on the institution's website and on the institutional Learning Management System (Tutor LMS), and is provided to every student before enrolment, in English — the language in which the program is delivered.

Seaside Coast College is seeking certification under British Columbia's Private Training Act and will, upon receiving its certificate, be registered with the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

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

Your Rights

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:

- the amount of tuition and any additional fee for your program;
- the 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 PTIRU 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 PTIRU for a tuition refund if:

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

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

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

Key Contacts

Senior Educational Administrator	Lynth Brown — lynth@seasidecoastcollege.com
Independent Reviewer	Lakshpreet Mann — independentreviewer@seasidecoastcollege.com
PTIRU	www.privatetraininginstitutions.gov.bc.ca
VictimLinkBC	1-800-563-0808 — toll-free, 24 hours, 7 days a week

Contact and Approval

Seaside Coast College · 3514 Fairmont Road, North Vancouver, BC V7R 2W9

Email: lynth@seasidecoastcollege.com · Website: seasidecoastcollege.com

Approved by: Senior Educational Administrator · Review cycle: Annual