

Student Statement of Rights and Responsibilities

Canadian Southwestern College is dedicated to creating a safe and inclusive educational environment that is respectful of attending student members' rights and well-being. Members of CSC can expect to be part of a diverse, collaborative, and international environment to pursue their education. CSC has established policies and procedures to ensure members of the student community are aware of the student's rights and responsibilities include, but are not limited to, the following:

- Be treated fairly, respectfully, and with courtesy;
- Right to freedom of expression provided all members of CSC, including staff, faculty and students, are treated with honesty, integrity, and equality;
- Refrain from conduct that threatens or endangers any person to be subjected to harassment, sexual harassment, bullying, discrimination, verbal abuse, or any act of physical violence;
- Uphold fair standards of safety, security, and personal privacy;
- Student records and personal information are treated with confidentiality;
- Aware of sufficient measures are put in place to protect personal property and security of students on campus;
- The right to clarify CSC policies or decisions without fear of retribution, such as final grade appeals or academic standing;
- Administrative decisions are made fairly according to procedure and in the best interest of students. Provide timely notification of academic and administrative decisions that may affect learning or student life at CSC;
- Receive course and program information before the start of the curriculum, including the instructor's name, course description, deadlines for course assignments, tests and exams, evaluation procedures, attendance requirements, course schedule, mode of course delivery;
- Have academic work and components judged solely on its merits;
- Right to have an equal opportunity to engage, participate in discussions, and explore diverse ideas. Mutual respect is maintained by not interfering with the rights of others or violate other college policies. Consider and respect the perspectives of others, provided that speech or expression does not infringe upon personal rights and freedoms;
- The right to a student enrolment contract that includes the following information:
 - amount of tuition and any additional fee for your program
 - refund policy
 - whether the program was approved by PTIB or does not require approval;
- Aware of the contract policies before signing and retain a signed copy;
- The right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint;
- 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;
 - claim must be filed 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>.