



**ALVIS**  
**COLLEGE**  
*Education that Matters*

# Student Handbook

▶ BAL

▶ HCML

▶ ITCS

▶ OAIT



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## **WELCOME TO ALVIS COLLEGE!**

Welcome to Alvis College!

At Alvis College, we are dedicated to providing our students with a meaningful and enriching experience, from the admission process to the comprehensive career support available upon graduation. Our commitment to excellence ensures that our graduates are well-equipped with the skills and expertise needed to succeed in their chosen careers.

Throughout your studies, you will be engaged in a learning process that is designed to stimulate, challenge, and support your academic and professional development. Our programs are tailored to reflect the demands of employers, ensuring that upon graduation, you are fully prepared to enter the workforce.

Our team, which includes faculty, career support staff, administrative personnel, and the Directors, is committed to supporting you every step of the way. We pride ourselves on providing a welcoming and dedicated environment to help you achieve your goals.



**We are so excited to have you join Alvis College!**

## AVAILABLE PROGRAMS

Alvis College offers the following programs:

- ❖ **Healthcare Management & Leadership (HCML)**
- ❖ **Information Technology & Leadership (ITCS)**
- ❖ **Office Administration & Information Technology (ITCS)**
- ❖ **Business Administration & Leadership (BAL)**

## FUNDING AND TUITION PAYMENT RESPONSIBILITY

As a student at Alvis College, it is important to understand your responsibility regarding tuition payments:

**Alberta Student Aid and Other Funding:** Any funding received through Alberta Student Aid or other agencies will be deposited directly into your personal bank account.

**Timely Tuition Payment:** Upon receiving the funds, you are required to pay your tuition fees to the college promptly. The necessary payment arrangements are outlined in documents sent separately during the Confirmation of Registration (COR) process.

**Failure to Pay:** If you do not make timely payment of your tuition, your program admission will be canceled, and funding agencies will be notified accordingly. It is imperative that you fulfill this responsibility in order to avoid any disruption in your studies.

## PRIVACY POLICY

The student data is retained as per Private Career College branch of Alberta Advanced Education requirement. Alvis College is fully committed to protecting the privacy and confidentiality of all student data. We respect your right to privacy and ensure that all personal information is safeguarded throughout your time with us.

**Information Disclosure:** Your personal information may only be shared with authorized entities under specific circumstances, such as:

- With organizations or individuals authorized by the student to receive the information.
- With college personnel who have a legitimate academic need for access to information.
- In compliance with legal requirements, including authorized legal agents or government agencies.

*Please note that all documents submitted to the college as part of the admission process become the property of Alvis College. These documents will be securely stored in your student file and will not be returned.*

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**We are excited to have you join the Alvis College community and look forward to supporting your academic and professional success!**

## ACADEMIC ATTENDANCE & DISMISSAL POLICIES

### Attendance Policy

- **Punctuality and Regular Attendance:** Alvis College emphasizes the importance of punctuality and regular class attendance.
- **Attendance Tracking:** Students must sign in using their own electronic devices for attendance recording.
- **Minimum Attendance Requirement:** Students are required to attend at least 80% of the required course load for successful course completion. If they fall below this, they must repeat the course.
- **Absence Notification:** Students should notify their instructor if they need to be absent. If absent for more than one day, students must also inform the Program Coordinator.
- **Unexcused Absence:** If a student misses five consecutive days without notifying the college or if the student is habitually absent, they will be withdrawn from the program according to the enrollment contract.
- **Excused Absence**
  - Students needing time off should contact both the Coordinator's Department and their instructors. The excused leave of absence cannot exceed 30 days.
  - If a student is away for more than 30 consecutive days leave of absence, funding agencies (e.g., Student Loans) will be notified and funding will be suspended. The student will be withdrawn from the program from the first day of absence.
  - **Valid Excused Absence Reasons:** Valid reasons for a leave of absence include:
    - **Medical Reasons:** Requires a doctor's note.
    - **Bereavement:** Up to three days for bereavement leave.
    - **Compassionate Reasons:** Situations beyond the student's control.



## Re-admission

Students wishing to resume their studies after a leave must request re-admission. This is subject to review and may involve changes to the program or fees.

## Withdrawals Process

- Students must submit a written or email notice of withdrawal, including reason and the withdrawal date.
- **Refunds:** If students withdraw within 30 days of starting the course, they will lose the \$500 registration fee, but the remaining tuition will be returned to Student Loans.
- **Non-Communication:** If a student does not inform the college of their absence, they will be considered absent, and after five consecutive days, they will be withdrawn from the program.
- **Regulatory Guidelines:** Refunds and withdrawals will comply with the Private Vocational Training Act and other applicable laws.

## GRADES & CREDITS

- Alvis College uses letter grades and/or percentage grades to evaluate student performance based on class participation, assignments, tests, and exams.

## TRANSFER CREDITS

Students who have graduated from a Canadian educational institution within the last 10 years may apply for transfer credits by submitting course outlines and evidence of instructional hours.

- **Tuition Credit:** Students returning for a second program at Alvis College may receive tuition credit for completed courses in their first program. The credit is at the discretion of the college.



## COURSE DELIVERY & LEARNING

- **Course Materials:** The book cost is not included in the tuition fee. Students are responsible for purchasing their own textbooks as there is additional approval of funds for the books cost. PDF study materials are provided for each course.
- **Program Delivery:** Some programs may involve online or blended learning.
- **Program Changes:** Alvis College reserves the right to make changes to programs, textbooks, materials, assessment methods, and delivery modes at any time without prior notice.
- **Intellectual Property:** Students are prohibited from stealing books or study materials.

## VERIFICATION OF ENROLMENT CERTIFICATES

Often, Students can request a Verification of Enrolment Certificate to access discounts or incentives such as discounts on gym passes, transit passes, student bank accounts, and fee-reduced programs. To request this, students should contact the Campus Administrator at [CA@AlvisCollege.ca](mailto:CA@AlvisCollege.ca).

## CLASS HOURS

### **Weekdays:**

Morning session: 9.00 am to 1.00 pm Monday-Friday

Evening session: 5.30-9.30 pm Monday to Friday

**Weekends:** 9.00 am -2.00 pm Saturday & Sunday

Students attend five hours of instruction on Saturdays and Sundays. Instructors are available Monday to Friday from 5:30 pm to 9:30 pm for additional support.

## **INCLUSION, DIVERSITY, and BELONGING**

Alvis College is committed to ensuring a safe, inclusive, and respectful environment for all students, faculty, and staff. This includes promoting diversity, anti-racism, equity, and inclusion. Policies are in place to ensure everyone feels seen and heard.



## **RESPECTFUL TREATMENT OF STUDENTS**

The College values the respectful and fair treatment of all members, ensuring that human rights are protected. Any concerns about diversity or respectful treatment can be addressed by contacting the Quality Assurance and Compliance Officer (QACO).

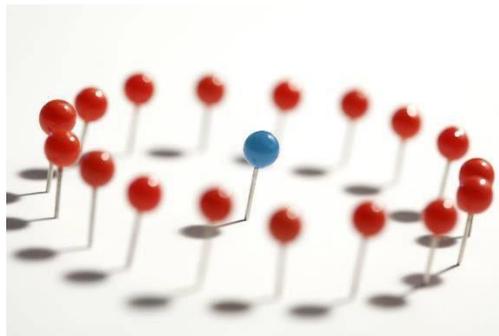
## **STUDENT CODE OF CONDUCT**

Students must always act professionally and respectfully. Violations of the Code of Conduct, including harassment, bullying, and discrimination, are not tolerated. Students must familiarize themselves with the Student Code of Conduct.



## **Harassment, Violence, and Sexual Violence Policy**

The College has a zero-tolerance policy for any kind of harassment, sexual violence, and violence. Any form of bullying, physical assault, verbal abuse, or discrimination is strictly prohibited.



## Smoking and Drug use

Smoking is not permitted at the college except for designated or permitted areas. The use of alcohol, cannabis, and/or other drugs is not allowed while on campus, conducting any Alvis College business or studies, or as a participant at an Alvis College event.



## Cheating and Plagiarism

Cheating in any form and plagiarism are subject to a zero-tolerance policy. This includes but is not limited to using unauthorized materials, copying another student's work, or misrepresenting academic records. Violations can result in suspension or withdrawal from the program.



## Disciplinary Action

Alvis College has specific disciplinary measures in place for students who violate the Code of Conduct or college policies. These may include reductions in grades, suspension, or expulsion.

The students can appeal disciplinary actions within five business days.

If you need further details on any of these policies or want to request specific documents, such as the Student Code of Conduct or policies on harassment, you can reach out to the QACO or Campus Administrator as indicated in the document.

## College Computer Lab Usage

- ❖ No food or drinks allowed.
- ❖ USB drives must be scanned for viruses before use.
- ❖ Deleting files or using the computers for illegal activities is prohibited.
- ❖ Access to unauthorized system areas is not allowed.
- ❖ Accessing inappropriate content is strictly forbidden.



## Laptops

- New students may receive a Laptop Award Voucher after attending for 30 days to buy a laptop.
- The laptop remains college property and must be returned in good condition. Lost or damaged laptops will require replacement.



## Dress Code

- There is no strict dress code, but students should dress appropriately for a professional environment.
- Offensive or inappropriate clothing is not allowed.

## COURSE REPEAT

The student can repeat the failed course once at no cost. Additional costs are incurred for repeating a failed course for the third time.

## COMPLAINTS, GRIEVANCES, OR CONCERNS

Alvis College is dedicated to providing a safe, comfortable, equitable, and responsive learning environment for all students. We encourage students to raise any complaints, grievances, or concerns in a timely manner, with the appropriate individuals or departments.



### Procedure for Addressing Concerns:

**1. Initial Contact:**

When a concern arises, students are encouraged to first address the issue directly with the relevant individual(s) or department(s) involved.

**2. Formal Complaint:**

If the issue remains unresolved after the initial discussion, the student may escalate the matter to the Campus Administrator by contacting them directly via email at [CA@alisoncollege.ca](mailto:CA@alisoncollege.ca). The Campus Administrator will respond within five (5) business days.

**3. Dispute Resolution:**

If the student is unsatisfied with the resolution provided by the Campus Administrator, they may appeal the decision to the Dispute Resolution Committee (DRC). The DRC will work to resolve the issue within thirty (30) business days. Once resolved, a copy of the resolution will be added to the student's record and maintained for a minimum of five (5) years.

**4. External Review:**

If the student remains dissatisfied after the review by the DRC, they have the right to refer the complaint to:

**Alberta Advanced Education**

Private Career College  
8th Floor, Commerce Place,  
10155-102 Street, Edmonton, AB T5J 4L5

### Commitment to Resolution:

Alvis College is committed to addressing all concerns, complaints, or grievances promptly and equitably, ensuring a fair and impartial resolution. In compliance with the Provincial Private Vocational Training Act, the Campus Administrator will handle all complaints and grievances in a non-biased, equitable manner.

### GRADE DISPUTE

If a student disagrees with a grade, they should first discuss it with the instructor, then the Program Coordinator if needed.

Further appeals can be made through the Appeals policy.

### GRADUATION REQUIREMENTS

Students must complete all program requirements and pay all fees to be eligible for graduation.

**Note:** To receive their graduation reward, students must attend the graduation ceremony.



### DIPLOMA & TRANSCRIPT

Credentials will only be issued once all program requirements are met, including full payment of tuition fees.

**Please note that no transcript or credentials will be issued or granted if the program requirements are incomplete.**

Once completed, please request a form to receive your credentials by emailing [Info@AlvisCollege.ca](mailto:Info@AlvisCollege.ca).

Please note that there is a \$20 shipping and handling fee required to send these credentials to you via registered mail.



### ADDITIONAL PROGRAMS/ RE-ENROLLMENT

The students should search for a job in the field of study after graduation. However, they can enroll in another program after completing a previous one to enhance their learning.

### CAREER SUPPORT

The college offers various career services such as resume writing workshops, job interview tips, and career fairs.

Please contact our Career Advising Officer at [CPO@Alviscollege.ca](mailto:CPO@Alviscollege.ca).

For academic support or other barriers to your learning, please contact our Campus Administrator at [CA@Alviscollege.ca](mailto:CA@Alviscollege.ca).



# Welcome to Alvis College

## We wish you good luck and great success! STUDENT HANDBOOK

### STUDENT AGREEMENT AND CONSENT

- I hereby agree to all terms stipulated in Alvis College's Student Handbook.
- I agree to **pay the tuition fee** as soon as I receive funds from the funding agencies. Please note that the funds provided to students are strictly **for educational purposes** and must be used for tuition. Students must settle any outstanding tuition immediately upon receiving the funds.
- I understand that **no alternative payment plans** will be considered. **Failure to pay** on time will result in **restricted class access** and may lead to **admission cancellation/withdrawal** from the program.
- I understand that **the Student Handbook** and the **Student Code of Conduct** provides the standards of conduct expected of all Alvis College **students**.
- I understand that **I must abide by Alvis College's Cheating and Plagiarism Policy**.
- I further understand that **I am held for the consequences** of my actions which I am responsible for.
- I also understand that failure to fulfill these responsibilities may result **in the withdrawal from my program or have sanctions imposed**.
- I also understand that the **graduation reward** is awarded solely at the **discretion of the college's management** and that I may **be disqualified from eligibility due to any breach** of the college's policies discussed in this handbook.

Student's <b>First</b> Name:	Student's <b>Last</b> Name:
Today's Date:	Signature:

1. **IMPORTANT: KEEP THIS HANDBOOK FOR FUTURE REFERENCE!!!**
2. **ADMISSIONS DEPARTMENT** : [Admissions@Alviscollege.ca](mailto:Admissions@Alviscollege.ca)

### FOR OFFICE USE ONLY:

Name (Admissions):	
Date Processed:	
Signature:	