

COLUMBIA COLLEGE

Program Declaration of Understanding

ADDITIONAL INFORMATION

It is important that applicants understand the following prior to signing the contract:

College Calendar is also available for viewing and printing from website www.columbia.ab.ca with all pertinent material contained within.

<input type="checkbox"/> ADM-P151 – Attendance Policy and Regulations This policy states the attendance regulations that students are required to adhere to. The student signs their agreement to its contents upon admission.	<input type="checkbox"/> ADM – F030 – Student Roles and Responsibilities This policy outlines the general expectations of the College for all students while in attendance in any course or program delivered by the College. Failure of a student to abide by these expectations may be actionable by the College, up to and including dismissal from the College. The student signs their agreement to its contents upon admission.
<input type="checkbox"/> ADM-P177 – Student Appeals Policy and Procedure This policy outlines a procedure for students to follow when they have a concern over a decision made at the College. This could be related to course final grade, non-academic offense, academic misconduct, attendance, admissions, and withdrawals.	<input type="checkbox"/> ADM-P030 – Employee and Student Incident and Grievance Procedures This policy outlines the actions to be taken when an employee or student has not adhered to College expectations.
<input type="checkbox"/> ADM-P188 – Accommodation Policy for Student with Disabilities The purpose of this policy is to provide the student with either permanent or temporary disabilities, information on how to request reasonable supports and accommodations. Accommodations are intended to remove barriers to learning and help students to master course content while maintaining the academic standards and objectives of the course and program of studies.	<input type="checkbox"/> ADM-P079 – Diversity Statement This statement states the commitment Columbia College has made to treating all persons with dignity and respect in an honest, open, fair, and friendly manner.
<input type="checkbox"/> ADM-P090 –Lab Policies and Procedures While students are expected to adhere to the Electronic Communications Policy for Students, this policy outlines expectations for students when they are using computers on College premises.	<input type="checkbox"/> ADM-P096 – Privacy Statement This policy outlines how your personal information is safeguarded.
<input type="checkbox"/> ADM-P097 – Student Dress Code This policy provides information for students on the College’s dress code. It informs the student of attire that is not permitted for students in any program.	<input type="checkbox"/> ADM-P005 – Electronic Communications Policy for Students This policy provides information and expectations regarding student use of the Internet when using College computers. The student signs their agreement to its contents upon admission.
<input type="checkbox"/> ADM-P097 – Student Dress Code This policy provides information for students on the College’s dress code. It informs the student of attire that is not permitted for students in any program.	<input type="checkbox"/> ADM-P077 – Student Print/Copy Card Policy This policy outlines how the student may purchase a copy card to be used for College printing or photocopying. Cards and information are available from the library.

STUDENT DECLARATION

I certify that I have read, understood, and agree to the terms and conditions of this enrolment contract, and that I have received a signed copy of this contract. I certify the information provided by me on this form is true and accurate and that I am 18 years of age or older. If under the age of 18, a parent or legal guardian must sign the contract.

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN

DATE