



## POLICIES

SCHOOL POLICIES
POLICY FOR REPEATING MODULES
LEAVE FOR ABSENCE POLICY
PROGRAM INTERRUPTION POLICY
CHEATING & PLAGIARISM POLICY
CODE OF CONDUCT AND DISMISSAL POLICY
ANTI-BULLYING AND HARASSMENT POLICY
SEXUAL MISCONDUCT POLICY
JOB PLACEMENT POLICY
DISPUTE RESOLUTION AND GRADES APPEAL POLICY



AS a FTIB designated institution the SELC College follows the refund policy which is set out by the Private Training Institutions Branch which is described below.

**Circumstances when Refund Payable**

**Amount of Refund**

**Before program start date**, institution receives a notice of withdrawal (applies to all students)

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| <ul style="list-style-type: none"> <li>• No later than seven days after student signed the enrolment contract, and</li> <li>• Before the program start date</li> </ul>   | <p>100% tuition and all <b>related fees</b>, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.</p> |
| <ul style="list-style-type: none"> <li>• At least 30 days before the later of:             <ul style="list-style-type: none"> <li>a. The program start date in the most recent Letter of Acceptance (international students)</li> <li>b. The program start date in the enrolment contract.</li> </ul> </li> </ul>  | <p>SELC College will retain up to 10% of tuition, to a maximum of \$1,000. SELC College will refund fees paid for course materials if not provided to the student.</p>   |
| <ul style="list-style-type: none"> <li>• More than seven days after the student and SELC College signed the enrolment contract, and</li> <li>• Less than 30 days before the later of:             <ul style="list-style-type: none"> <li>a. The program start date in the most recent Letter of Acceptance (international students)</li> <li>b. The program start date in the enrolment contract.</li> </ul> </li> </ul> | <p>SELC College will retain up to 20% of tuition, to a maximum of \$1,300. SELC College will refund fees paid for course materials if not provided to the student.</p>   |

**After program start date**, SELC College provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)

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|---|---|
| <ul style="list-style-type: none"> <li>• After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>              | <p>SELC College will retain up to 30% of tuition. SELC College will refund fees paid for course materials if not provided to the student.</p> |
| <ul style="list-style-type: none"> <li>• After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.</li> </ul> | <p>SELC College will retain up to 50% of tuition. SELC College will refund fees paid for course materials if not provided to the student.</p> |



- Student does not attend the first 30% of the program.

SELC College will retain up to 50% of the tuition. SELC College will refund fees paid for course materials if not provided to the student.

**SELC College receives a refusal of study permit** (applies to international students requiring a study permit):

- Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:
  - a. The program start date in the most recent Letter of Acceptance
  - b. The program start date in the enrolment contract
- Student has not requested additional Letter(s) of Acceptance.

100% tuition and all related fees, other than application fee

**After the program start date, student withdraws or is dismissed** (applies to students enrolled in a program delivered solely by distance education):

- Student completed up to 30% of the program.
- Student completed more than 30% but less than 50% of the program (based on evaluation provided to student).

SELC College will retain up to 30% of the tuition. SELC College will refund fees paid for course materials if not provided to the student.

SELC College will retain up to 50% of the tuition. SELC College will refund fees paid for course materials if not provided to the student.

SELC College will pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

The Institute will seek to apply its policy of graduated discipline consistently, and in accordance with its “Discipline Policy”. A student is considered to have withdrawn from his/her program of study if the student:

1. has advised the Institute that he/she has withdrawn from the program by completed the Institute’s Withdrawal and Transfer Form; and/or
2. has not complied with the Institute’s Academic Standards Policy and/or has not attended for four consecutive weeks for any reason, including absences for reason of sickness, accident, leave of absence, etc.



INCLUSION POLICY

DISTANT EDUCATION





**SELC PROGRAMS**

- College Programs
- ESL Programs
- BCIT Pathway
- FDU Pathway
- Acsenda Pathway
- CapU Pathway
- NYIT Pathway

**ADMISSIONS**

- Register Online
- Placement Test
- Make a Payment
- Homestay Accommodation
- Offshore Program Partnerships

**ABOUT**

- SELC History
- President's Message
- Campus
- Blog
- Designation

**CONTACT INFO**





International Business Communications  
Business Foundation 200  
Business & Hospitality Foundations  
Supply Chain Transportation & Logistics 200

**PROGRAMS**

Supply Chain Management Specialist 400  
Hospitality Management 200  
Hospitality Management 400  
Digital Marketing Fundamentals 300-310

**PROGRAMS**

Digital Marketing Specialist 500-510  
Post Graduate Nursing  
Live in Caregiver (Childcare)  
Education Assistant Program  
Community Support Worker

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