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MESSAGE FROM THE PRESIDENT

Welcome to VANGUARD! We are so glad to have you as a student here. We hope you will have an excellent year - a year of spiritual, intellectual and emotional growth into the image and likeness of our wonderful Saviour, Jesus Christ. The faculty and staff at the college are committed to helping you achieve this goal, so do not hesitate to ask for our assistance or direction. We are here to serve you.

Vanguard College is more than a school. It is a family, a community. Any family, any community needs to operate by certain rules if it is to function effectively & live in harmony. The rules for the Vanguard community are found in the pages of this book, so please take the time to familiarize yourself with them.

Although some of these rules may not always resonate with personal preferences, students are expected to cheerfully comply with them. Phil. 2:1-11 & I Cor. 9 remind us that both Jesus & His followers were willing to waive some of the "rights" they had for the sake of living together in unity. This is the goal of the rules & policies in this handbook. As you honour them, I know God will bless you. Have a great year!

In His Service,



Stephen Hertzog
President

COLLEGE MISSION

“Developing Innovative Spirit-filled Leaders.”

The Vanguard College graduates will be:

DEVELOPING

1. Diligent in studying the Word of God.
2. Equipped to exercise their ministry gifts and abilities.

INNOVATIVE

3. Prepared to minister within the culture, according to Scripture.
4. Creatively influencing their world for Christ.

SPIRIT-FILLED

5. Empowered to minister in the fullness of the Holy Spirit.
6. Showing evidence of the fruit of the Spirit.

LEADERS

7. Equipping and mobilizing others for growth & service through community.
8. Trustworthy servants, leading with strength of character.

I. STUDENT ACADEMIC INFORMATION

For a more detailed explanation of current academic policies, students may view the college's *Academic Policy Manual* by request to the Registrar. Please also refer to the College catalogue. Policies subject to change by the Academic Affairs Committee.

ACADEMIC APPEALS

1. Students wishing to appeal a final grade, or penalties assessed due to class absences may do so up to 45 days after marks are submitted to initiate an appeal.
2. Students disagreeing with a mark assigned must:
 - a. First discuss the issue with the faculty member involved in an attempt to resolve the disagreement.
 - b. If the matter is not resolved, students should discuss this with the Chief Academic Officer
 - c. Then if necessary to proceed with an Academic Appeal Application to the AAC.
 - d. The committee will fully investigate the appeal before making its decision. In all cases, the decision of the committee will be final and binding on both parties. Students will be notified of the committee's decision by an official letter.

Students can appeal the Academic Affairs Committee's final decision to the President.

ACADEMIC SUCCESS CENTRE

The Academic Success Centre (ASC) at Vanguard exists to help every student to reach his or her full potential. We offer a number of services, all at no cost to students, that are designed to help every student achieve success. These services include the following:

- a. A peer tutoring centre that operates from 3:00 - 6:00 p.m. each Monday, Tuesday, and Wednesday
- b. For those students who require it, we also provide readers and/or scribes to help them through any learning challenges they may have in these areas in tests and assignments
- c. We are also pleased to consult with students to help them with an Individual Education Plan (IEP) to continue what they may have had in secondary school (i.e., if they were on an Individual Programme Plan - IPP).

The ASC also runs the College Preparation Seminar (required for all incoming students) and the Academic Tutorial (required for those on Academic Probation), as well as the Study Skills Workshop. Whether you need help formulating an IEP, need some extra assistance with tests or assignments, or want to have a paper proofread by one of our peer tutors, let us know how we in the ASC can serve you!

COLLEGE PREPARATION SEMINAR

1. General Information
 - a. The College Preparation Seminar is provided to prepare students for the demands of college level research and writing
 - b. The College Preparation Seminar is a 0.5 credit course and will span at least 6 hours over the span of two days (unless otherwise determined in May). The date(s) will be determined in the month of May
 - c. The seminar is mandatory and a graduation requirement for all Certificate, Diploma, and Degree Programs, unless they are exempt from the Seminar (please refer to exemption guidelines)
 - a. All students on Academic Probation must attend the College Prep Seminar if it has not successfully been completed. If it has been successfully completed, these students must attend the Academic Tutorial A / B sessions, which run alongside the CPS. Students will be required to successfully complete the seminar to come off academic probation.

2. Requirements & Deadlines for Attendees
 - a. All new students are required to complete the College Preparation Seminar. This must be completed in the first semester of the respective academic year.
 - b. Students who have failed the CPS will be permitted to apply and pay for one upgrade. All regular Additional Work for Upgrade policies will apply here.
 - c. If a student fails the upgrade, they must complete the entire course in the semester immediately following.
 - d. Students who miss the seminar scheduled for that semester will be provided with alternate assignments. These have to be completed and submitted by the due dates below.
 - i. Fall Semester Students: The last day of classes in October
 - ii. Winter Semester Students: The last day of classes in February
 - e. Failure to meet these deadlines will require the student to re-take the college preparation seminar
 - f. Students must receive a minimum grade of B- (80%) in each of their 3 assignments (Calendar, Quiz and APA Assignment) in order to receive credit for the course.
 - g. Upon successful completion of the College Prep Course a mark of "CR" will be recorded on student transcripts.

3. Exemption Requirements
 - a. Students who have been out of school for 5 years or more are not exempt from College Prep Seminar.
 - b. New students may be exempt from the CPS if all of the following applies:

- i. Transfer in with at least 15 credits from a college or university, and
 - ii. Are not on probation at their former colleges, and
 - iii. Have a minimum cumulative GPA of 2.5
- c. Students requesting exemption must fill out a 'College Prep Seminar Exemption' form.

ACADEMIC LOAD

1. The normal academic load in credit hours per week during each semester is 12-15 credits plus 3 practicum credits.
2. A student's courses and course load must be approved each semester by their Program Director at the point of registration.
3. A course load between 16-18 credit hours plus practicum must be approved by the program director.
4. Approval of a course load of 19 or more credit hours plus practicum must be approved by the Academic Affairs Committee.

ACADEMIC PROBATION

Please contact the Registrar for a copy of the complete Academic Warning, Probation and Dismissal Policy.

The Academic Warning, Probation and Dismissal Policy are applicable to all full-time and part-time students. It is intended to hold students accountable academically and to help them succeed in their tenure at the college.

Since students must achieve a GPA of 2.0 in order to graduate from all diploma and degree programs, the Academic Warning, Probation and Dismissal Policy is intended to enable the student to complete their program successfully.

Eligibility

1. A student who does not maintain a **grade point average of 1.00, or fails four or more courses**, may be subject to dismissal for the following semester.
2. A student who has a **grade point average less than 1.70** will be placed on Academic Probation.
3. A student in a certificate program who fails **three or more courses** may be subject to dismissal the following semester.
4. Following a semester on Academic Probation, students who have a grade point average under 1.70 will be subject to Academic Dismissal.
5. Following a semester on Academic Probation, students who have a grade point average between 1.70 and 2.00 will be placed on Academic Probation a second time. If a student has a grade point average below 2.00 a third semester, they will be subject to Academic Dismissal.
6. A student enrolled in six or more credits, which has a **grade point average between 1.70 and 2.00** will be issued an Academic Warning.

- a. Following an Academic Warning, if a student has a grade point average of less than 2.00 they will be placed on Academic Probation.
 - b. Following one semester on Academic Probation, students who have a grade point average less than 2.00 will be subject to Academic Dismissal.
7. The GPA of 1.7 does not apply to students in a one-year certificate program; academic probation will apply to a one-year student who fails two or more courses.
8. A student on academic probation, transferring from a one-year program, to a diploma or degree program, will remain on academic probation in their first semester of their returning year.
9. A student who has two consecutive semesters with four or more fails and/or a semester GPA of less than 1.7 in each semester will be subject to dismissal for one semester. Students dismissed a second time will be dismissed for one full year. However, students demonstrating on-going academic improvement may have their case reviewed on an individual basis.
10. Students on academic probation will not be considered candidates for any awards or scholarships.
11. Students on academic probation for the fall semester will be made aware of their status by the upcoming winter Registration Day.
12. The Academic Affairs Committee will review the status of each student on academic probation at the end of each semester.
13. At the discretion of the Academic Affairs Committee, a student may be dismissed for up to one year, if circumstances warrant such action.
14. A student on academic probation is subject to conditions concerning academic loads and work/job/ministry commitments. Please consult the Registrar for a copy of these conditions.

STUDENT APPEAL PROCESS

The student has the right to appeal a decision made in response to academic probation or dismissal on the following grounds:

1. There is evidence available that was not considered in the decision.
2. There is evidence of prejudicial treatment in the decision.
3. Appropriate process as outlined was not followed.

A decision by the Academic Affairs Committee may be appealed to the President of the College. The appeal must be in writing within seven days of the student having been informed of the decision stating the basis on which the appeal is warranted. The decision of the President is final.

Students may appear to present their case before the Academic Affairs Committee. They may bring one other person who is able to support them in some way; however, this person may not be professional legal counsel.

Course Alternatives

1. Pentecostal History may be substituted with another Denominational History course provided that it is taken from an approved accredited institution.

2. Students are required to obtain and present a letter of permission requesting this course substitution from their denomination.
3. Transcripts with this substitution will indicate that the student is in a specialized program which meets the specific requirements of their denomination.
4. If a student wishes to pursue credentials with the PAOC, they will be required to take Pentecostal History.

CHANGING PROGRAM OF STUDY

All students changing their program of study must complete a *Request to Change Program of Study* form. The former and new Program Director, Chief Academic Officer, and Registrar will review the request before approval will be granted.

ATTENDANCE POLICIES

1. Instructors are required to enforce the attendance policy for all classes and such should be noted in their course syllabi.
2. Students requesting permission to be absent from Tuesday/Thursday chapel services on an ongoing basis must have an absence slip signed by their program director and the Dean of Students.
3. Students are required to attend other Vanguard College activities (i.e. Vanguard College Missions Conference, Spiritual Enrichment Days, etc.) that have been scheduled in lieu of regular classes and chapels.
4. Any ministry events that are held on the weekend prior to final exams may be considered optional for students.
5. Students unable to attend any Vanguard College activities, for any reason other than illness, must receive permission from the Dean of Students. If permission is not granted for the absence, the absence will be considered inexcusable.
6. Punctuality at all Vanguard College functions is required. Students must not enter or leave the classroom during the course of a class without the approval of the instructor.
7. Each individual instructor will decide if attendance will be a positive portion of the final mark in the course along with class participation. However, no more than 5% will be allotted without a breakdown of greater criteria.
8. Students having failed a course, due to deductions for absences, will not be allowed to write supplemental papers or examinations to increase their mark.
9. No vacation breaks or holidays are permitted other than official Vanguard College breaks.
10. Occasional evenings are required for Vanguard College events. When such events occur, students are to plan ahead to be present.
11. Student (non-graduates) attendance at graduation exercises is not mandatory.
12. Personal appointments (i.e. medical, dental, etc.) should be scheduled outside of regular class hours, unless the appropriate faculty member grants permission.

Regular Courses

1. At Vanguard College, regular class attendance/participation is vital for student learning and progress. Attendance will be taken at all classes.
2. Students are allowed up to the following amount of absences for any reason without attendance penalty:
 - a. 50 minute class: 2 classes
 - b. 75 minute class: 1 class
 - c. Block Class: 2/3 of a class

This is intended to cover emergencies (e.g., flat tire, terrible cold, nasty flu, bad weather, etc.). They do not need to call the office or the instructor to explain the reason for the absence.

- i. Students may also obtain an excused absence in the case of bereavement, family emergency, or illness (with a doctor's note provided)
 - ii. Students may also obtain an excused absence in the case of bereavement, family emergency, illness (with a doctor's note provided), attendance at weddings of immediate family members or where they are part of the bridal party, or if they are required to be at a court date.
 - iii. Students who need an excused absence for ministry may obtain one (up to a maximum of 2 per semester) providing that their program director, or ministry supervisor through their program director, communicates with the instructor in writing in advance.
3. Practicum absences extend for the entire year; therefore the student has **one** unexcused absence per semester, and **one** ministry absence per semester.
4. At the professor's direction, students away on an excused absence may be assigned additional work to make up for in-class work missed. All other absences will be considered unexcused. Any exceptions must be presented in writing to the Academic Affairs Committee through the Academic Administrator's Office.
5. Unexcused student absences, relating to class attendance, exceeding six class hours will mean that the student automatically fails the course. The two allowable absences count towards these six class hours. (The unexcused student absences for practicum courses is one per semester and a student exceeding four class hours for the entire year will automatically fail the course).
 - i. Students with more than six unexcused absences (i.e. six hours) of a course scheduled on Monday, Wednesday, and Friday will fail the course. (2% per unexcused absence may be deducted)
 - ii. Students with more than four unexcused absences (i.e. six hours) of a course scheduled on Tuesday and Thursday will fail the course. (3% per unexcused absence may be deducted).
 - iii. All attendance related deductions will be taken off the student's final mark.
6. Excused student absences, relating to class attendance, exceeding six class hours will initiate an automatic review will be done by the Program Director, Chief Academic Officer, Registrar, and the Professor.
 - i. At such time, options of filing an Incomplete/Volunteer Withdraw will be reviewed

- ii. If the student wishes to continue in the course, he/she will be required to complete additional work to compensate for class hours missed.
 - iii. A student's absences will be reviewed each week for the remainder of the semester.
 - iv. A student may be asked to apply for the disability policy
7. On each unexcused late, 1% may be deducted from the final grade at the discretion of the professor. **Note that instructors may implement a stricter policy for their courses; however, they must/will not apply a more lenient policy.

Modular Courses

1. Students missing a full day (or equivalent) of a modular course, due to an excused absence, will be assigned extra work.
2. Students missing a full day (or equivalent) of a modular course, due to a non-excused absence, will fail the course.
 - a. Any unexcused absence will be penalized at 5% per hour.
3. Students may request to voluntarily drop a course up until Wednesday at 8:00 a.m.
4. Students may also obtain an excused absence in the case of bereavement, family emergency, or illness (with a doctor's note provided), but there are no unexcused absences without penalty permitted.
5. On each unexcused late, 1% may be deducted from the final grade at the discretion of the professor.

Block Courses

1. Students may obtain an excused absence in the case of bereavement, family emergency, or illness (with a doctor's note provided), but there are no excused absences without penalty permitted.
2. An unexcused absent student who misses one class (three hours) will lose 2% off their final grade.
3. Unexcused student absences of six class hours or more (two block classes) will mean that the student automatically fails the course.
4. On each unexcused late, 1% may be deducted from the final grade at the discretion of the professor.

Spiritual Life Attendance

1. All full-time students (students taking 12 or more credit hours per semester) are required to attend chapel services, Spiritual Enrichment Days services, Vanguard College Missions Conference services, and community life groups, as well as Sunday services at their local church (as noted above).
2. Any ministry events that are held on the weekend prior to final exams may be considered optional for students. (as noted above)
3. Records will be kept of each student's attendance at all of these functions, and is included in student's Field Education grades.
4. Each semester, students are allowed the following number of inexcusable absences:

From chapel/Spiritual Enrichment Days services: 4
From community life groups: 1

From Sunday church services: 1

5. Any inexcusable absences beyond those listed above will result in students **losing 5% of their Field Education mark** (or Practicum mark, if that is their Field Education that semester) per absence.
6. Students taking under twelve credit hours per semester must consult with their Program Director concerning attendance requirements at Spiritual Life functions.
7. Full time students wishing to be excused from Spiritual Life functions beyond the allowed absences must fill out the "*Absence Permission Form*" in their Field Education manual and have it signed in advance by their program director.
8. Students are encouraged to attend the prayer time held in the chapel before classes each day, and are required to attend any classes set-aside specifically for prayer.
9. An all school retreat is held in early September of each academic year. Attendance by all students is mandatory (any request for an excused absence must be made in advance to the Dean of Students).
10. Those students who have not received the Baptism in the Holy Spirit are encouraged in every way to seek and receive the Pentecostal experience.
11. Chapel is open for quiet time, except when in use for public services or classes.
12. All announcements must be written out complete in legible writing, and submitted to the President and/or the Director of Field Education before chapel begins.

Absence Due to Ministry

Students may apply for an extended temporary absence for ministry that requires missing more than two classes in any course by completing the appropriate application form which has to be approved by the respective instructors, program director, and the academic department.

Absence due to Medical Reasons

1. Students may apply for a temporary absence of up to two weeks for medical reasons by completing the appropriate application form which has to be approved by the respective instructors, program director, academic department.
2. Medical absence requests of more than two weeks have to be approved by AAC.

CLASSIFICATION OF STUDENTS

1. Full time students are students taking 12 or more credit hours per semester.
2. For student loan purposes only, students are considered full time if they are registered in 60% of a full course load – that is 10 or more credit hours.
3. Part time students are students taking less than 12 credit hours per semester.
4. Open Studies students are those not enrolled in a specific program of study. Open Studies students may register as part time or full time

students and may take any course for which they meet the pre-requisites. Open Studies students may take a maximum of two courses at a time up to five courses before they are required to apply and be enrolled in a program of study.

COURSE CHANGES

1. Provision is made for course changes without financial or academic penalty from 1-7 calendar days after Registration Day. Courses may be dropped, added or changed during this time by completing the *Course Change Request Form*.
2. The day of withdrawal or course change is determined by the date the Registrar is in receipt of the official course change/withdrawal form. Requests expressed to a faculty member or made only verbally will not be accepted as official requests. This applies to private instruction as well. Any departures from this policy warranted by special circumstances (compassionate reasons) require Leadership Council approval.
3. A \$20.00 fee per course will be charged for each change submitted after the seventh day following the Registration Day.
4. Students may withdraw from courses without academic penalty up to the seventh week of classes in each semester. For such action, a Voluntary Withdrawal (VWD) will appear on the student's transcript. To receive credit for such a course, the student would be required to repeat it successfully.

DEAN'S LIST

To acknowledge academic excellence, Vanguard College has established a Dean's List, which publicly honours the students who, by diligent work, have excelled in their studies over a particular semester.

To achieve the Dean's List, which is posted following each semester's final examinations, a student must have maintained a study load of at least 12 credit hours, and have earned a grade point average of 3.5 or higher.

Part time students, who are taking 10 or more credits and one or more practicums, may qualify for the Dean's List.

DISABILITY POLICY

1. Vanguard College desires that all students achieve academic success and is therefore committed to serving the needs of students with physical disabilities, learning disabilities or psychological disabilities or students with a short term or chronic health condition.
2. Vanguard College also encourages students to take responsibility for their own academic strengths and weaknesses and encourages students to actively seek alternative ways of learning, which may enable them to achieve academic success.
3. Vanguard College's Student Disability Policy addresses students with documented physical, learning and psychological disabilities. Please contact the Registrar for a copy of the complete Disability Policy.

EXAMINATION POLICY

1. Final Examinations Overview
 - a. Examinations are a normal part of courses offered at Vanguard College. The dates of the final examination period are provided to each student (via the published examination schedule). The dates for final examinations are published well in advance of the time of writing. **Please note that NO TRAVEL ARRANGEMENTS are to be made which conflict with these dates unless an emergency arises.**
 - b. Students must report promptly for all examinations. Tests or mid-term examinations may be scheduled throughout the semester. Final examinations are written during an assigned period set aside for that purpose in the final week of the semester. No final exams are to be scheduled during the last week of classes.
2. Direct Exam Conflicts
 - a. When a student finds that he/she has a direct conflict in the examination schedule (students are scheduled to write two examinations in the same time slot), the student shall notify **both** professors of the situation and take the following formula to determine which exam shall take precedence.
 - The senior course, whether core or elective, shall take precedence over a freshman/junior level course. The senior level examination shall be written according to the original schedule.
 - The course found in the students' major area of specialty shall take priority over a non-major course.
 - The course in which it has the longest sitting time for the examination shall take precedence over the exam with the shortest sitting time.
3. Emergency Situation
 - a. In an emergency situation (e.g. sudden family crisis, severe personal illness) that prohibits students from writing one or more examinations, students should contact the administration office. In the case of illness, documentation from a doctor must be provided for the request to be considered.
 - b. The examination (or a revised version of it) will either be written at a later date or students will be awarded the grade earned thus far in the course plus the class average for the examination. The second option however, is subject to certain conditions. (If the examination to be written is a mid-term, the class average will not be an option. The examination must then be rescheduled).
4. Extenuating Circumstances

- a. Students making special arrangements with the instructor must also obtain from the Academic Office a Re-Schedule of Final Examination Form.
- b. Students may be given permission to take an alternate examination before the scheduled date under extenuating circumstances. The alternate examination date must be after the last class of the exam being written.
- c. Students who qualify must complete the appropriate application form. The request must be approved by the instructor, the program director and the academic department and on file at the Academic Office a week before the date of the scheduled examination
- d. Students given such permission will be required to pay a fee of 20% of the course tuition fees to cover the costs associated with the alternate exam.
- e. If applicable, students must also complete a "Disclosure of Information Form" concerning examinations written outside prescribed times. Students agree not to discuss the content of the examination with anyone else until others have written the examination. Failure to meet this requirement may be forfeiture of the course and/or further disciplinary action.

FIELD EDUCATION

All students must participate in field education, a practicum based placement. A final mark is assigned which is part of the student's overall grade point average. This mark reflects;

1. Attendance at Chapels, Student Life Groups, Spiritual Enrichment Services and all school meetings.
2. Fulfillment of Field Education assignment requirements
3. General student conduct/attitude

For more information see the Spiritual Life Attendance section.

GRADING SYSTEM

The following table demonstrates how final marks are assigned both a letter grade and a grade point measurement. For more detailed information on how you will be graded in a course, consult the course syllabus that you will be given on the first day of class or speak with the professor who is teaching the course.

Letter Symbol	Percentage	Grade Point
A+	(97-100%)	4.0
A	(93-96%)	4.0
A-	(90-92%)	3.7

B+	(87-89%)	3.3
B	(83-86%)	3.0
B-	(80-82%)	2.7
C+	(77-79%)	2.3
C	(73-76%)	2.0
C-	(70-72%)	1.7
D+	(67-69%)	1.3
D	(63-66%)	1.0
D-	(60-62%)	0.7
F	(0-59%)	0.0

Additional Work to Improve Grade for Certificate Students

1. The Registrar will notify program directors of all first-year students who have failed courses).
2. First-year students have, only with the professor's permission, a 30 day limit (from the last day of classes) to complete course work, or remedial work, in courses in which they have achieved a course mark below 60%. The highest mark achievable under these circumstances will be a grade of 60% (D-).
3. Subject to the following:
 - a. The request is made in writing to the respective professor
 - b. The required fee (20% of tuition) is paid
 - c. Students should have completed a minimum of 90% of the regular course assignments before they will be permitted to apply for remedial work and the reason for course failure must not be due to absenteeism.
 - d. Completion of the supplemental work does not guarantee a passing mark and will be graded on its own merit. If the supplemental work is satisfactory the highest achievable mark will be 60%.

Course Failure

1. If a course is failed for any of the following reasons, the course must be repeated to receive credit and the student will not graduate until such time as the course has been successfully completed.
 - a. Failure to complete all the course requirements
 - b. Failure to complete 20% of the assignment work (automatic fail)
 - c. Loss of marks due to absenteeism, or
 - d. Failure to write the final examination
2. Students who fail the same course twice and wish to make a third attempt to pass the course are required to obtain permission from both their Program Director and from the Academic Affairs Committee.

Upper Year Students

Upper year students are not eligible for additional work to improve their grade.

GRADUATION REQUIREMENTS

1. Students in all programs of study must have successfully completed all required core and elective courses in order to participate in graduation ceremonies.
2. The student must demonstrate a minimum level of scholarship as outlined in the Student Handbook (Diploma & Degree students must have achieved a minimum overall Grade Point Average of 2.0).
3. The student must demonstrate satisfactory completion of all Field Education Program requirements as outlined in the Field Education Manual and program practicum.
4. The student must meet faculty-adopted standards regarding Christian character, as outlined in the Student Handbook.
5. The student must have his/her financial account fully paid in order to participate in graduation ceremonies and to graduate.
6. Candidates for graduation must complete the College Preparation Seminar
7. Candidates for graduation must complete the entering and exiting Bible Content Assessment and the Graduate Survey.

Graduation Honours

In order to be considered for graduation honours, a student must:

1. Exemplify excellent Christian character in attitude and spirit.
2. Be a student at Vanguard College for at least one year (30 credit hours).

Honours will be given on the following basis:

To Graduate With:	Grade Point:
Honours	3.0
High Honours	3.5
Highest Honours	3.85

Application for Graduation

All candidates for graduation are required to fill out an *Application for Graduation* form. Students also acknowledge, in writing, that they have been notified of graduation deadlines, and their academic requirements, in a form from the Academic Department. Written notice regarding graduation status will be communicated to the student early in the first semester of their senior year.

INTERNATIONAL BIBLICAL ONLINE LEADERSHIP TRAINING (IBOLT) AND INDEPENDENT/DIRECTED STUDY COURSES

1. Students who need a course not offered in the current semester, or who have a schedule conflict, or transfer students needing an extra course may be eligible to take an IBOLT or independent or directed study course. These courses are designed to allow students to pursue

course offerings listed in the Calendar without attending regular class sessions. Contact the Registrar for further information, or check the IBOLT website (www.ibolt.com) for further details on IBOLT courses.

2. On-campus students in their final semester of their fourth year of study may apply to complete a course through IBOLT provided that
 - a. They have a minimum GPA of 2.5
 - b. They have had previous success in IBOLT courses
 - c. They have only one class on that particular given day
 - d. They receive approval from their Program Director and the CAO or Registrar.
3. IBOLT students who are in a program follow the same drop policy as on-campus students:

\$20.00 course change fee will be waived for 1-7 calendar days after Registration Day. Courses dropped after the course change date are subject to financial penalty. IBOLT tuition is held on the student's account as a credit for a period of 12 months from the drop date, rather than being refunded to the student. Modular courses are subject to the modular course policy (available in the Student Handbook).

- 1-7 calendar days after Registration Day*
100% refund of tuition
- 8-14 calendar days after Registration Day*
75% refund of tuition
- 15-21 calendar days after Registration Day*
50% refund of tuition
- No Refunds Thereafter

The Following Fees are non-refundable: Orientation Week Fee, Administration Fee, and Program Fee. After 7 Days no fees will be refunded.

However, fees are not refunded, but tuition is held on their account as a credit for a period of 12 months from the drop date, rather than being refunded to the student.

- a. Credit will be kept on students account for a period of 12 months.
- b. If no response is received or no claim is made by the end of the 12 months, the credit will then be forfeited.
- c. A minimum of 60 days final notice will be given to the student.

INTERNATIONAL STUDENTS PHASE TUITION POLICY

1. Payment of a \$300.00 Application deposit will be required before arrival. (this is the same as what is now required for all new students)
2. 35% of Tuition and Fees will be due on or before the final payment deadline for the semester.

3. 25% of Tuition and Fees will be due Halfway through the semester.
4. Final 40% left owing will be due at the end of the semester on the final day of classes.

This structure and breakdown align with the Phase Tuition Policy as laid out by the provincial government. Please note this is only for international students paying their own tuition, not for WOS/WOAP students.

NON-ACADEMIC DISMISSAL

5. Non-Academic Dismissal will be handled by the Restoration and Discipline Committee directly or upon referral by the Academic Affairs Committee.
6. Students may be dismissed from the College for Non-Academic reasons for up to 5 years.
7. The Registrar, in conjunction with the Dean of Students will notify the student of his/her dismissal in writing within 24 hours of the decision rendered.
8. When a student is receiving a non-academic dismissal, the Dean of Students will notify the AAC that the student is being dismissed
9. The Registrar records a non-academic dismissal on the student's transcript, including the length of dismissal. The exact reason for the dismissal is not included on the transcript.

PLAGIARISM AND CHEATING

It is the student's responsibility to conduct themselves in a responsible manner and avoid academic dishonesty including plagiarism and cheating. Plagiarism and cheating are serious academic offences subject to penalty.

1. Cheating covers a variety of actions but may include:
 - a. Obtaining information or material from another student or other unauthorized courses during an examination.
 - b. Passing information or material to another student during an examination, or permitting another student to observe answers during an examination.
 - c. Possessing or attempting to acquire or distribute unauthorized material relating to an examination.
 - d. Unauthorized use of another student's work and representing or attempting to represent the work as your own.
 - e. Submitting the words, ideas, images or data of another person as the student's own in an essay, project, or any other academic writing is plagiarism. Students must acknowledge the source of their resource materials, whether direct quotations, summaries, paraphrases, ideas, and images.
 - f. Resubmitting one's own work more than once without referencing one's self.

2. The three fold criteria for a student to be found guilty of plagiarism:
 - a. No mention of the author in the text
 - b. No quotation marks included
 - c. References were not footnoted

Penalties

When a faculty member discovers student plagiarism and/or cheating; the faculty member will meet with the student individually and inform them of the following;

1. The student's name will be placed on a central list with the Chief Academic Office/Registrar.
1. The student's work may be given a grade of zero or 40% at the discretion of the professor.
3. At the discretion of the professor, the student may automatically receive an "F" for the entire course.
2. If the student receives an "F" for an entire course, or has been caught plagiarizing for a second time in any manner, the student will face disciplinary action, according to the terms and conditions laid out in the College Discipline Policy and will be placed on academic probation or dismissal. The Discipline Committee will then make a recommendation to the AAC.

Appeals

The student may appeal the decision of the faculty member (for assigning 0%, 40% or 60%), in writing, to the CAO, then to the Academic Affairs Committee. The student may appeal the decision of the Disciplinary Committee and/or the AAC, in writing, to the President. The appeal shall be based upon denial of the offence, and/or shall relate to the severity of the penalty.

RECORDING OF LECTURES

The recording of lectures or the use of any other audio-video equipment is not permitted unless cleared by the instructor prior to the event. Each instructor's decision shall be final.

TRANSCRIPTS

Transcripts will be issued to another educational institution, the credentialing body, agency or employer, subject to the following:

1. There is a \$10.00 fee for one transcript and a \$5.00 fee for each additional transcript requested at the same time. Payment is required before the transcript request will be processed.
2. Individuals must sign a *Transcript Request Form* granting permission and authorization to release their transcript.
3. Transcripts will not be released unless the student's college financial account is paid in full.

THEOLOGICAL LIBRARIES IN EDMONTON

NEOS Library Consortium (780) 492-0075
5-02 Cameron Library
University of Alberta
Email: anne.carr-wiggin@ualberta.ca Website: <http://www.neoslibraries.ca>

Note: Vanguard College students can access books or other materials in this library. Please consult the Library Orientation Guide for more information on how to access books or see the Vanguard College Librarian.

WITHDRAWING FROM COLLEGE

Students withdrawing from their studies at Vanguard College must complete a *Notice of Voluntary Withdrawal* form, to be forwarded to the Chief Academic Officer and the Registrar.

Students considering withdrawing from their studies at Vanguard College must consult their Program Director. Tuition refunds for a student withdrawing from college will be processed according to the following schedule:

100%	1-7 calendar days after Registration Day
75%	8-14 calendar days after Registration Day
50%	15-21 calendar days after Registration Day
0%	22 days or more after Registration Day

Fees are non-refundable.

Part-time students (taking less than 12 credits) wishing to withdraw from all courses may be refunded full tuition and applicable student fees. This refund is available 1-7 calendar days after the Registration Day.

After 7 days no fees will be refunded.

II. STUDENT LIFE INFORMATION

A Word of Introduction

The quality of life of each student is a vital concern at Vanguard College. While this can be developed to some extent in the formal activities of the classroom, it is realized that well-rounded student development rises out of the formal and informal interaction of all members of the College community in chapels, fellowships, banquets and entertainment in fellow students' and faculty members' homes. For this reason, the College, working through the Dean of Students office, attempts to give leadership and guidance in the following areas of Student Spiritual Life, Activities, Services and Standards. Copies of the College Student Disciplinary Policy Handbook are available for the perusal of students at the Dean of Student's office or the College Library.

Student Spiritual Life

The ongoing total spiritual and personal growth of the student is a high priority at Vanguard College. Below are listed several aspects of life at Vanguard College that enable that spiritual life to grow.

Student Planning for Engagements/Marriages

Engagements: Vanguard College believes that marriage was intended to be permanent and that outside of salvation, it is the most important decision that a person will ever make. Therefore, students are expected to notify their program director regarding any intentions to get engaged, so that their program director may be source of encouragement and insight during the entire process. The point of this exercise is that the program director, as the mentor for all students in his/her program, is able to give valuable input into the student's life-changing decision.

Please note: It is not to secure permission from Vanguard College. In the end, it is the responsibility of each student to make this decision wisely. For they will live with the consequences, whether they be good or bad, but the Bible states, "For lack of guidance a nation falls, but many advisers make victory sure." (Pro. 11:14 NIV). Vanguard College desires to see all student marriages to be successful.

Vanguard College suggests that a healthy engagement will minimally include:

- a. a long term relationship (more than six months) between the couple
- b. a long term relationship between each person and the Lord
- c. pre-marital counseling
- d. notification of both sets of parents, parental approval when possible
- e. a sound financial plan

Marriages: No marriages are allowed during the academic year (Sept - Apr including Christmas break), unless prior written permission has been received from the Dean of Students. Failure to obtain written permission will result in a meeting with the Restoration and Discipline Committee and may lead to dismissal for one semester."

Bridal Showers: Bridal showers are provided by friends. They are not official school functions.

Chapel Periods

Tuesday chapels are set aside for worship and the word. This is a chapel to spend time in prayer and worship and have a faculty member or guest speaker present a message from the word. There will be no announcements during these chapels but there will be occasional testimonies and/ or ministry reports. Thursday chapels will be a chance for worship, a message, announcements that pertain to the entire student body and student council will lead some of the chapels.

Community Discipleship Groups

First year students will meet in a Community Discipleship Group with their professors from the *Life in the Spirit* course or the *Personal Discipleship* course for a time of small group discipleship.

Spiritual Enrichment Days

Each semester, one day of classes and activities are given over to special meetings of devotional or inspirational nature. Students are introduced to the teaching of one or more well-known special guest speakers, who minister in several plenary sessions. These services are tailored to encourage students to integrate Biblical knowledge from the classes into their hearts and lives.

Student Ministry Assignments

See Field Education Section for complete details.

COMMUNITY CONDUCT STANDARDS

- As stated in our College's Mission Statement, we, the Vanguard community, are dedicated to **“developing innovative Spirit-filled leaders”**. To assist in achieving that goal, each community member is asked to voluntarily enter into a “covenant for conduct” which is biblically based, Christ-centered, and sensitive to the heritage and practices of other members of our campus and the broader constituency community.
- Keeping a community covenant based on the above mentioned principles, may, on occasion, require that we take steps to hold one another accountable, either through individual, small group or corporate (College Disciplinary Committee) action (see below). Such loving acts of discipline are at times difficult, but when performed in the right spirit (Gal. 6:1), they serve the remedial purposes of building Godly character for both the individual member and the community at large.
- Accordingly, to honour the Vanguard College community covenant for standards of conduct, the student member, throughout his/her entire college experience (academic and non-academic year), shall:
 1. Show evidence of the fruit of the Spirit in their daily lives (Gal. 5:22-23).
 2. Exhibit an attitude of ...compassion, kindness, humility, gentleness, patience, forgiveness and love” (Col. 3:12-13)
 3. Love and side with that which is good in God's eyes and Word, abhorring what is evil in God's sight (Amos 5:15, Rom. 12:9b, 6:19).
 4. Uphold the God given worth of human beings from conception to death, as the unique image bearers of God (Gen. 1:27, Psalm 8:3-8, 139:13-16).
 5. Practice biblical chastity in the unmarried state (I Cor. 6:18) and honour the sanctity of marriage as a married student (Heb. 13:4).
 6. Bear faithful witness to the Gospel (Acts 1:8, I Peter 3:15) by living a life which includes regular prayer and application of the Word to themselves. (I Thess. 5:17 & 18, James 5:16, Titus 2:8).
 7. Exercise a wise stewardship of their time, mind and body (I Cor. 6:19-20, I Tim. 4:8a) by incorporating into their life style: regular

physical exercise, sufficient daily sleep/rest, a wholesome balanced diet, and observance of the Sabbath principle.

- Similarly, to honour/keep the Vanguard College community covenant for conduct, the student member, throughout his/her entire college experience (academic and non-academic year), shall:
 1. Refrain at all times from biblically defined sinful attitudes or behaviour such as pride, dishonesty, stealing (including plagiarism) prejudice, slander, vulgar or obscene language, hypocrisy, self-righteousness, blasphemy, covetousness or greed, idolatry or witchcraft, hatred/rage and discord, jealousy or envy, drunkenness, sexual immorality, immodest dress or behaviour, and any form of illegal/illicit activity. (Prov. 16:18, I Cor. 6:9 & 10, Exodus 20:7, Rom 13:9. Col. 3:8-9, James 2:1-13, Gal. 3:26-29, Rom. 13:1-2, I Tim. 2:8-10, Gal. 5:19-21, Rom. 1:21-27, Eph. 5:31, I Thess. 4:3-8, I Cor. 6:15-18).

Note: In the Vanguard community;

“greed and covetousness” shall be interpreted to include any/all forms of public or private gambling.

“sexual immorality” shall be interpreted to include common-law marital relationships, pre or extra marital sexual relationships, incestuous relationships, any form of homosexual or lesbian activity, (interpreted and applied as including the promotion of the homosexual, lesbian, bisexual or transgendered lifestyle or self identifying as such), and the watching, reading or listening to any pornographic material.

“hatred/rage and discord” shall be interpreted to include any form of threatening communication (i.e. verbal, written, e-mail, fax, etc.), and any form of physical or emotional violence performed against an individual.

“idolatry and witchcraft” shall be interpreted to include the reading, viewing or use of any occultic material.

Known participation in any of these practices by a community member shall result in disciplinary action being taken against them, according to the guidelines of the College’s Discipline Policy.

2. Refrain from all activities/practices, which are spiritually, psychologically or physiologically harmful to themselves or others. Thus, while enrolled at Vanguard College, community members will not be in possession or personally use alcohol, tobacco products, or any other non-prescribed drug. Failure to honour this agreement shall result in disciplinary action, as specified in the College’s Discipline Manual.
3. Avoid any situation in apartments/places of residence, which would compromise their Christian testimony or community standards. Thus, co-ed habitation of dwellings by unmarried members (excluding siblings) is strictly prohibited. Further, community members must refrain from entertaining/visiting members of the opposite sex in their place of residence, unless in the company of other Christian adults. Any known breach of this

agreement may result in disciplinary action, in accordance with guidelines set out in the College's Discipline Policy Manual.

4. Exercise responsible Christian freedom in matters of personal liberty (I Cor. 8-10) concerning areas of entertainment/amusement (i.e. television, music selection, motion pictures, video, theatre, concerts, dance, use of internet, etc.). All members of the community will take care to avoid any entertainment or behaviour which may be immodest, sinfully erotic, or harmfully violent (Eph. 4:1-2; 17-24, I Tim 5:2, Gal. 5:22-23).
- Exercising responsible Christian freedom in these areas involves community members:
 - i. Being sensitive to the heritage and practices of other campus, local church and constituency members (I Cor. 8:1-13).
 - ii. Being prepared to waive their right to participate in certain activities for the sake of the gospel and their position as leaders (I Cor. 9:12b).
 - iii. Being guided by the Biblical template of Phil 4:8 for edifying Christian thought and lifestyle.
 - iv. Seeking the council/being accountable to his/her local pastor, mentoring leader, and/or program director before making any decision on participation.
 - v. Seeking, in practical ways, to bring glory to the Lord in any matter of personal liberty (I Cor. 10:31).

If, in the judgment of college administration, a community member is deemed to be seriously disregarding the above biblical guidelines in these areas, he/she may be subject to disciplinary action, according to the guidelines of the College Disciplinary Manual.

DISCIPLINE AND DISMISSAL POLICY

1. Any student will be subject to dismissal or discipline at the discretion of the Restoration and Discipline Committee if:
 - a) (s)he demonstrates, by attitude or behaviour, an unwillingness to cooperate with faculty, staff and/or fellow students.
 - b) (s)he is unable to abide by the stated regulations and objectives of Vanguard College.
2. The Restoration & Disciplinary Committee of Vanguard College shall consist of the Dean of Students, the Chief Academic Officer, and the Program Director (or designate) of the person under review, and the President of Student Council (or designate). The person under review may elect to proceed without the President of Student Council (or designate) present. S/he may also choose to have a pastor or friend attend if the situation warrants.
3. The Dean of Students shall be the Chairman.
4. This Committee shall enforce the rules and regulations governing the College life of the students.

5. It shall be the responsibility of this Committee to give directive advice to individual students or student groups.
6. In difficult cases of discipline, this Committee may seek the advice of the Leadership Council.
7. A student may appeal to the President any ruling of discipline by the Restoration and Disciplinary Committee that is deemed unfair. The appeal must be clearly set out in writing and addressed to the President. The President after consulting with the Dean of Students and the Restoration and Disciplinary Committee may convene the members of the Leadership Council who shall constitute an Appeals Committee to hear cases of this nature. For more information, copies of the Vanguard College Discipline Policy may be obtained from the General Office.

STUDENT DRESS STANDARDS

1. Though the college does not wish to major on minors, we must also recognize that personal appearance is a part of our Christian testimony. Vanguard students are expected to be **well groomed, modestly dressed, and in good taste**. Any apparel/jewellery that would be offensive to the standards and/or practices of our constituency should be avoided, in keeping with the principles of **1 Corinthians 8, 9**. These Biblical precepts remind us that Christian leadership will always **avoid being a stumbling block to others**, and may have to waive some of their personal rights for the good of the Body of Christ.
2. Male students
Male students should be attired and groomed in a manner appropriate to the campus of a ministerial training College at all times. They should avoid apparel/jewellery that could be interpreted as trans-sexual or that could be offensive to others in the College or in our Church constituency.
3. Female students
Female Students should consider that in order to be most effective in ministry, both at the College and in the local church, they should dress modestly. They should be attired and groomed in a manner appropriate to the campus of a ministerial training college at all times. Female students are required to refrain from wearing suggestive clothing.
4. Students representing the college in public ministry (e.g. Choir, ministry teams, preaching assignments, internship, etc.) **must dress appropriately to the environment in which they will be ministering!** Exactly what is “appropriate” dress should be determined **in advance** in consultation with their faculty supervisor (e.g. Vanguard College Music Director) and/or the local church pastor.

SPIRITUAL LIFE ATTENDANCE STANDARDS

1. All full time students (students taking 12 or more credit hours per semester) are required to attend chapel services, Spiritual Enrichment Days services, and Community Life Groups, as well as Sunday services at their local church (as noted above).

2. Record will be kept of each student's attendance at all of these functions, and is included in student's Field Education grade.
3. After one month, students will be required to register the church home they have chosen. Attendance at least one Sunday service weekly is required and will be taken into account when awarding the Field Education grades on the student transcript.
4. Each semester, students are allowed the following number of unexcused absences:
 - From chapel services:
 - First year students: 4
 - Second year students: 5
 - Third & fourth year students: 6
 - From Sunday church services: 1

Further unexcused absences will result in a deduction of 5% per absence from the student's final grade in their current Field Education course. A student's final grade will not be reduced to less than 60% for unexcused absences.

5. Students taking under twelve credit hours per semester are not required to attend Spiritual Life Functions.
6. Full time students wishing to be excused from Spiritual Life functions beyond the allowed absences must fill out the Absence Permission Form in their Field Education manual and have it signed in advance by their Program Director.
7. Students are encouraged to attend the prayer time held in the chapel before classes each day, and are required to attend any other scheduled prayer times.
8. An all College retreat is held in early September of each academic year. Attendance by all students is mandatory (any request for an excused absence must be made in advance to the Dean of Students).
9. Those students who have not received the Baptism in the Holy Spirit are encouraged in every way to seek and receive the Pentecostal experience.
10. The chapel is open for quiet time, except when in use for public services or classes.
11. All announcements must receive approval from the President and/or Dean of Students before the Chapel begins.

FACILITY USAGE

The Chapel - Use of the Chapel for purposes other than prayer, apart from the chapel hour and classes, must receive prior approval from the academic department.

The Prayer Room – The prayer room is open everyday at 7:00 am for prayer use only.

The Classrooms - When classes are not in progress, classrooms may be used as study rooms, for Student Council and some for musical practice.

Library - Students are encouraged to make full use of the library and its contents, as in many respects, the library is the center of their academic life. Your *Library Guide* sets out guidelines and regulations for use of the library.

Library hours throughout the semester shall be:

Monday – Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 4:00 pm
Saturday - Sunday	closed

NOTE: Library hours may be subject to change.

Students should consult with the Dean of Students as to social or recreational use of the Student Lounge.

Music Practice Room - Available to students in the music program, or with prior permission from the Director of School of Worship.

STUDENT GOVERNMENT AND ACTIVITIES

Each year, a student council is elected. The council serves as the official voice of the student body. The Student Council appoints a variety of members from different programs and class years to provide different activities and lead the Student Body.

Yearbook

The College yearbook is prepared by student initiative under the direction of a student editor and the Dean of Students.

Athletics

While there is no formal physical education program at Vanguard College, students are urged to involve themselves in various voluntary programs organized by the College or student government. This year there are plans to organize a men's soccer team, provide organized co-ed intermurals, and provide other sports opportunities according to student demand. Inquiries about athletics may be directed to the Dean of Students.

Student Employment & Field Education

Working when studying has increasingly been discouraged at Vanguard College because of the heavy academic load. It is recognized that some may find it necessary to work in order to provide for family or personal matters. These students should realize that they may have to reduce their academic load proportionately, as well as forgo some other extra-curricular activities. Working over 18 hours a week in a job or in field education is strongly discouraged and written permission to do so must be obtained from your program director. Each department may enforce a stricter policy, please see your Program Director for information

III. STUDENT SERVICES INFORMATION

Student Orientation

As part of the registration procedure, incoming students spend some time being orientated to Library and College procedures where the academic and curriculum structure of the College are explained. Community Life Leaders (and where possible senior student counsellor-friend) are appointed to each new student in the hope that relationships with these people will ease the adjustment to College life.

STUDENT COMPLAINTS AND GRIEVANCES

Vanguard College is committed to providing a community in which all individuals are treated with respect, and dignity, and are free from harassment. The college considers harassment a serious offence, and to underscore that such behaviour will not be tolerated. A full Harassment Policy has been put in place. Copies of the full Vanguard College Harassment Policy are attainable from the Dean of Students office upon request.

The college is interested in providing an atmosphere consistent with its goal of effectively equipping Christians for vocational and lay ministries. Policies, rules, regulations, and guidelines are established as a framework within which all may live harmoniously and with consideration for one another, and for the ongoing purposes of the college.

The college desires to deal fairly with all persons, whether students, faculty, staff, administration, or guests. Should a student have a complaint or grievance, he/she should follow the Scriptural pattern to resolve the matter:

- Stay calm. Don't do or say things for which you may be sorry later, or which may make a resolution or reconciliation more difficult (James 1:19).
- Pray about the matter. God is interested in you as a person, and in the type of person you are becoming. Let God give you wisdom to find the right approach to the solution of the problem (James 1:5).
- Discuss the matter in love with the student or faculty or staff member involved (Matt 18:15). Try to settle the matter early and not to let the problem build. Most issues can be reconciled at this stage if both parties have a right heart and humble spirit.
- If an understanding is not reached and the issue involves another student, talk to the appropriate college authority (Matt 18:16-17). This may be the student's Program Director, the Dean of Students or the Chief Academic Officer. If necessary, inquire about the proper person to see about the problem.
- If satisfaction still is not reached at this point, address a letter to the President stating the problem or request. The President will either make a decision or will refer the matter to the Leadership Council. The President and/or the Leadership Council are the final avenue of appeal in the college.
- Students dissatisfied with any aspect of college academic, spiritual, professional or social life may file complaints at any time

with the Association for Biblical Higher Education, with whom Vanguard is accredited. The address is:

Association of Biblical Higher Education (ABHE)
5850 T.G. Lee Blvd., Ste. 130
Orlando, FL 32822
USA
(Tel. 407-207-0808)

COUNSELLING SERVICES

Academic and Personal Counselling

Students who encounter difficulties in their spiritual life, academic load, social relationships, etc., are reminded that faculty members, Program Directors and Community Life Group leaders are available to counsel and help in solving student problems. As well, professional counselling with a registered psychologist, or counsellor, can be arranged, at the discretion of the Dean of Students. ***Please note that faculty functions as a care giving team and mental health issues, academic issues, or any other issues may be shared amongst faculty as necessary. If you have any privacy concerns please talk to the Dean of Students.***

Medical and Nutritional Counselling

Two Christian doctors and nurses have agreed to make themselves available to Vanguard College students to assist with any medical and nutritional questions or needs (see p 29), and are available by appointment.

Professional Counselling

In the event that a student requires professional counselling from a registered psychologist, Vanguard College may assist with referrals and finances through the Dean of Student's office.

Vocational Counselling

Vocational Counselling is the responsibility of faculty who are Program Directors, under the overall leadership of the Chief Academic Officer. Specifically, program directors of the children and family ministries, worship, missions, youth, and pastoral ministries programs are available for students in their respective areas, either during office hours or by appointment.

STUDENT FINANCIAL SERVICES

All tuition and fees for the semester are due and payable on or before Registration Day. Students will be charged \$25 for each day that payment is late to a maximum of \$100. No student will be registered unless one of the following conditions is met:

1. Tuition and fees for the semester are paid in full on or before Registration Day.

2. Application has been made to the Financial Advisor who has approved an alternate payment plan.

Students not yet in receipt of their student loan must provide a Notice of Assessment in order to register.

Students will not be permitted to attend classes if they have not paid their tuition and fees by Registration Day, or have not made alternate arrangements for payment of such fees.

Students unable to provide full payment, for the semester, may take advantage of the payment plan option and pay 50% on Registration day. See payment plan details below.

The tuition rate to take a course for audit is 1/3 the credit rate. Audit students have a one year time period from the course start date, to switch to credit. The tuition fee to transfer to credit will be the tuition rate at the time of registration into the credit course.

Payment Plan

Application is made at time of payment by filling out the *Payment Plan* form. Conditions will be explained and signed by both the advisor and the student. This payment plan is not available to students taking fewer than 6 credits per semester.

1. 50 % on Registration Day, and two subsequent payments October 1, November 1 in fall semester, or February 1, and March 1 in winter semester, with \$25.00 service charge per semester.
2. Post-dated checks/ credit card number/ or pre-authorized debit form **must** be presented at time of registration, or registration may be refused.

Service charges will be added to the first payment.

The College reserves the right to refuse registration to a student who appears to have no ability to make payment.

Students who do not pay by the end of the semester will be:

- unable to receive transcripts
- unable to graduate
- unable to return for the following semester or register for IBOLT
- charged 1.5% interest per month on remaining balance until account is clear

A \$20.00 per incident charge will be applied to accounts the day following a missed payment (i.e. the 2nd of the month). N.S.F checks will be charged \$15.00 (in addition to the \$20.00 if necessary.) N.S.F. checks must be replaced with a certified check, cash, money order or credit card. If the 1st of the month falls on a non-school day, the student is expected to make payment the first school day following.

Invoices will not be issued for these payment plan accounts. Students are expected to take responsibility for their commitments. Students must submit post-dated cheques or credit card slips at the beginning of the semester to assist with their commitment.

Students participating in college sponsored ministry trips (i.e. HMS overseas outreach) must have their student accounts paid in full as a condition of going on the trip.

T2202A

T2202A's (Tuition Income Tax Receipt) are made available to students online through the academic software system. Students will be informed when they are available and will be responsible to print them out.

Course Changes

Provision is made for course changes without financial penalty from 1-7 calendar days after Registration Day. Course change fee is also waived this first week. Courses may be dropped, added or changed during this time by completing the *Course Change Request* form.

- A \$20.00 fee per course will be charged for each change.
- The Administrator will apply a credit to the student's account upon receipt of a "Course Change Request" form. A refund will only be issued upon receipt of a "Requisition for Payment" form available from the Student Finance Officer.
- Tuition refunds for course drops will be processed according to the following schedule:

100%	1-7 calendar days after Registration Day
75%	8-14 calendar days after Registration Day
50%	15-21 calendar days after Registration Day
0%	22 days or more after Registration Day

Adding a Modular Course

- Students may add a modular course without an add fee up to 9:00 am on the first day of modular classes. However they will be subject to the late payment fee.
- Students must apply to take a Spring/Summer MOD.
- Once their application has been approved, they must pay a \$75.00 course deposit. This is to show their intention in taking the course.
- Once a student has been billed for the course, the \$75.00 course deposit will be applied towards their total balance.
- Payment is due by 4:30pm the Friday before the start of the modular course.
- Payment received after 4:30pm on the Friday before the start of the modular course will be subject to a \$25 late fee.
- As per Academic policy, Students may add a modular course without an add fee up to 9:00am on the first day of modular classes. However they will be subject to the late payment fee.

Dropping a Modular Course

The following refund schedule applies to tuition when a modular course is dropped:

- If a Modular Course is dropped before 4:30pm on the Friday before the first day of class, the student will receive a 100% refund on tuition and

fees, but will not be refunded their course deposit of \$75.00 per course.

- If a modular course is dropped after 4:30pm the Friday before the first day of class, fees will be non-refundable, but they will be eligible for tuition. The tuition refund will be processed as follows:
 - Friday by 4:30pm –100% Refund
 - Monday by 4:30pm – 75%Tuition Refund
 - Tuesday by 4:30pm – 50% Tuition Refund
 - After Tuesday 4:30pm – 0% Tuition Refund

A deposit may be requested for a modular course and payment for the modular course is required two weeks prior to the start of the course.

Dropping a Block Course

Payment in full must be made prior to or by the end of the first block class. A withdrawal may be made subject to the following tuition refund schedule;

- If the class is dropped on the first day, the student will receive a 75% refund.
- If the class is dropped on the second day (class) the student will receive a 50% refund.
- If the class is dropped on the third day (class) or later, the student will receive a 0% refund.

Fees are non-refundable.

The day of withdrawal or course change is determined by the date the Business Office is in receipt of the official *Course Change/Withdrawal Form*. Requests expressed to a faculty member or made verbally will not be accepted as official requests. This applies to private instruction as well. Any departures from this policy warranted by special circumstances (compassionate reasons) require Leadership Council approval.

Regular day students enrolled in a night class are subject to the same refund policies.

Canada Student Loans

Vanguard College is approved for Canada Student Loans through the Alberta Government. Forms are available online at <http://alis.alberta.ca/ps/fo/studentsfinance/students-finance.html>.

Specific inquiries should be directed to:

National Student Loans Service Center
1 (888) 815-4514

OR

EduInx
1 (866) 827-0310

The College will instruct Student Loans to forward all funds, due for tuition fees, directly to the College.

Once a loan certificate has been signed, a student has 30 days to mail it into student loans. If it is not mailed within 30 days, the certificate becomes fail dated. In this case the certificate needs to be brought to the Student Finance Officer to be resigned. There is a \$10.00 resigning fee.

For any additional inquiries, please stop by the Student Finance office.

STUDENT GENERAL INFORMATION

1. **College Office.** Office hours are 9:00 a.m. - 4:30 p.m. Monday through Friday. Although each faculty member, and the office receptionist, want to be available and function in an atmosphere of friendliness, please allow them time to do their work by keeping visiting in office areas to a minimum.
2. **Vehicles.** Parking is permitted where specified. It is expected that all laws and motor vehicle regulations be observed. Please do not park in the parking stalls that have been reserved for faculty, staff, visitors or handicapped persons. Those who do will be ticketed by the City of Edmonton.
3. **Public Telephone.** There is no public telephone on the premises, but if you need to make a call please speak to our receptionist at the front desk.
4. **Photocopying.** A photocopier is available for the use of the students in the library. Please enquire at the information desk.
5. **Mailboxes.** Mail for students will be placed in student mailboxes in the Student Lounge area (lower level). Student mail may be received at the College address, although, because of the non-dorm nature of the school, it is advisable to receive mail at their home addresses. Mail sent to the school is forwarded to a student mailbox system in the Student Activity Area.
6. **Visitors.** Visitors may be brought to classes, if space permits, and the appropriate faculty member gives approval. Young children are not permitted to enter the classroom, except with the permission of the instructor.
7. **Lockers.** Lockers will be assigned on registration day. Students should keep their lockers secured with a combination lock at all times. However, please note that the lockers are the property of the college and the college maintains the right to search a student's locker, if necessary. Please use the locker with this in mind. Also, **lockers must be emptied and cleaned out by the last day of exam week.** After that time, anything that remains there will be donated to a good cause or thrown away.
8. **Loss of Property.** The College shall not be responsible for the loss or damage of a student's *personal property* that is left on school premises either during or after school hours. Reimbursement for loss or damage to personal property used for school purposes off campus will be considered on an individual basis by the Leadership Council upon written request.
9. **Computer Facilities.** *Computer facilities* are available on a first-come, first-served basis for use by Vanguard College students only.

10. **College Email.** *Gmail.ca* is Vanguard's official email service. On registration day or before, each student will be assigned a Vanguard College email address. For simplicity and consistency, the format will be: john.doe@v-mail.ca. **Please note that all official college communication will come to this email account.** So, students must be sure to check it regularly. The college will not send emails to any other email account.
11. **Posters.** Announcements for posting on the *bulletin board* must be left at the general office for approval and initialling.
12. **Student I.D. Cards** *I.D. cards* are issued to every student shortly after Registration Day. These facilitate removal of books from the library, inter-school library use, discounts on book purchases at various Christian bookstores, and student admittance rates to various functions. Student ID Cards may entitle you to discounts at various venues. See the Student Life Department for more information.
13. **Divorced or Remarried.** If you are divorced and remarried, or married to a divorced person, please acquaint yourself with technicalities relative to credentials and the Pentecostal Assemblies of Canada.
14. **First Aid.** A *First Aid Kit* is located at the Administration Office.
15. **Student Lounge.** A *Student Fellowship Lounge* is provided for student use on the lower level of the College.
16. **Socials.** Student fellowship events and sporting activities are held throughout the semester (e.g. gym nights, hockey games, BBQ's, etc.) Students and their spouses are welcome to attend all such events.
17. **Athletic Facilities.** Ongoing arrangements are being made with the following facilities. If you require more information, please visit the Dean of Students office.
 - a) Grant MacEwan College
 - b) NAIT
 - c) City of Edmonton – various Recreation facilities
18. **Bus Passes.** Vanguard College students who wish to buy a monthly pass from ETS are eligible for a discount. To receive this discount, they need to buy the monthly pass at Churchill Square LRT station and bring their student I.D. card.

STUDENT MEDICAL INFORMATION

Hospitals in the Edmonton area:

Grey Nuns Community Hospital, 3015 - 62 Street (450-7000)
 Misericordia Hospital, 16940 - 87 Avenue (484-8811)
 Royal Alexandra Hospital, 10240 Kingsway Avenue (477-4111)
 U of A Hospital, 8440 - 112 Street (492-8822)

Medicentres (Walk-in Clinics, open 7 days a week)

Belvedere Medicentre, 12720 – 66 Street (475-3681)
 Castledowns Medicentre, 15277 – 113A Street (457-5511)

Medical Clinics in the College Vicinity:

Inglewood Medical Clinic, #104, 11817 – 123 Street (452-1354)

Links Associate Clinic, #104, 11910 – 111 Avenue (454-0351)

Medical Clinic 97, 10659A – 97 Street (428-8111)

College Physicians:

The College has made arrangements with one member of North Pointe Community Church to be the College Physician:

Dr. Dennis Glubish (460-0250)

#306, 200 Boudreau Road

St. Albert, AB

In addition, two registered nurses have made themselves available for medical/nutritional counselling:

Mrs. Pam MacKnight
(See Dean of Students for info)

Mrs. Ingrid Waine (436-5086)
5007 144 Street NW
Edmonton, AB

The College has also made arrangements for student counselling needs. Contact the Dean of Students for more information:

Cornerstone Counselling Centre

302, 10140-117 Street

Edmonton, AB T5K 1X3

(780)482-6215

Dental Clinics in the Vicinity:

Attentive Dental Care
296 Kingsway Garden Mall
Edmonton, AB
(479-6462)

Northtown Dental Associates
295 Northtown Mall, 2nd Floor
137 Ave & 97 Street
Edmonton, AB. (478-6131)

Pharmacies in the Vicinity:

Shopper's Drug Mart:

Kingsway Garden Mall
192, 1st Level
Edmonton, AB

Rosslyn Shopping Centre (*till 12am)

13514 – 97th Street

Edmonton, AB