



**LaSalle College
Vancouver**

ACADEMIC CALENDAR ADDENDUM

Addendum to the 2024-2025 Academic Calendar

Effective January 2025

Contents

A.	Motions passed at the December 9 th , 2024 Education Council meeting	2
1.	Revised Grade Appeal Policy (p. 235)	2
2.	Revised TOC and Prior Learning Assessment & Recognition Policy (p.217).....	9
B.	Admissions Information.....	19
1.	ESL Pathway Institutions and Requirements (p.207)	19
2.	Additional Articulation Agreements (p.238).....	19
C.	Student Conduct Policies and Procedures	20
1.	General Student Complaint Policy (p.276).....	20
2.	Revised Refund Policy for Diploma and Certificate Programs (p.212)	22

A. Motions passed at the December 9th, 2024 Education Council meeting

1. Revised Grade Appeal Policy (p. 235)

Academic Appeals Policy			
Revision Number	1	Accountability	Chief Academic Officer (CAO)
Policy Number	725	Operational Responsibility	Academic Appeals Committee
Date of Approval	December 16, 2024	Last Reviewed	N/A
Approval Authority	Board of Directors	Next Review	15/01/2026

Objectives

This policy provides guidelines with respect to promoting fairness and consistency in academic decisions affecting LaSalle College Vancouver (LCV) students. This policy outlines the standardized procedures for the appellant to challenge an academic decision, and to ensure reasonable and impartial treatment of student concerns related to academic decisions.

This policy provides students with a respectful and consistent process to review academic decisions as defined in the policy, where there is a perception of unfair treatment, which impacts the student's academic standing or progress.

This policy summarizes an informal collaborative approach to appeals, along with mechanisms to escalate the conversation to an impartial committee if the appeal is not resolved.

Scope

This policy applies to all academic and educational appeals, including but not limited to grade disputes, academic dismissal, and reinstatement after withdrawal due to attendance issues.

Exclusions

There are no exclusions to this policy.

Definitions

Academic Activities: All activities which fulfil requirements for courses and/or programs. These activities include both graded and ungraded exercises, including but not limited to quizzes, tests, exams, assessments, evaluations, group assignments, presentations, experiential education, practical assessments, practicums, and work-integrated learning opportunities.

Academic Appeal: A formal request to a higher academic authority for a judgment or a decision to be changed on matters such as student progress, assessment and/or academic dismissal. This may include a request for a change of grades, progress decisions, or program reinstatement.

Academic Appeals Committee: A group of designated academic administrators who listen to, analyse and decide the outcome of an academic appeal hearing.

Academic Appeals Committee Chair: The Chief Academic Officer (CAO), an administrator designated by the LCV to facilitate and oversee academic appeals. (Also referred to as 'Chair').

Academic Decision: A determination made by an LCV faculty/employee acting in accordance with academic policies and procedures, which can include; breach of academic integrity, final course grade, probationary or withdrawal decision, and/or a Prior Learning decision.

Appeal: A formal request to a higher authority for a judgment or a decision to be changed.

Business Days: the formal business hours of LCV which are Monday to Friday, excluding Saturdays, Sundays, statutory holidays or any other day LCV has publicly acknowledged that it is closed.

Chair: See definition of 'Academic Appeals Committee Chair' above.

Grounds for Academic Appeal: The reason(s) used to challenge an academic decision, which the student believes to be unfair or unreasonable.

Student: Any person or persons enrolled or in the process of enrolling in a course or program for part-time or full-time study.

Provisions

Appeal Procedure of Grades

Students who feel they have received an erroneous grade must appeal that grade to their instructor a maximum of 5 business days after the start of the following quarter. Only final grades may be appealed. If the student and instructor do not reach a resolution, the student may appeal to the Program Director of their program. The Program Director, after consultation with the instructor and student, will decide. The student, if still unhappy with the decision, may appeal to the Academic Appeals Committee (AAC), in writing, who will make a final determination, and whose decision is final. Appeals must include all relevant evidence: grade records, academic correspondence, and additional documentation provided by students. In each step, faculty and/or staff members have 10 business days to respond to the appeal.

Step 1: Appeal to Instructor

- **Timeline:** Within 5 business days of the start of the next quarter.
- **Process:** The student must submit a written appeal to the instructor to discuss the disputed grade and provide relevant evidence.
- **Decision Maker:** Instructor.
- **Next Steps:** If unresolved, the student may escalate the appeal to the Program Director.

Step 2: Appeal to Program Director

- **Timeline:** Within 5 additional business days after receiving the instructor's decision.
- **Process:** The student must submit a written appeal to the Program Director, including prior communication with the instructor and any additional evidence.
- **Decision Maker:** Program Director.
- **Next Steps:** If unresolved, the student may appeal to the AAC.

Step 3: Written Appeal to AAC

- **Timeline:** Within 10 business days of the Program Director's decision.
- **Process:** The student must submit a detailed written appeal to the AAC, including all previous documentation.
- **Decision Maker:** AAC or convened Academic Appeals Panel (if deemed necessary).
- **Decision Communication:** The AAC will issue a written decision within 10 business days.
- **Final Decision:** The AAC's decision, or that of the CAO, is final.

Appeal Procedure for Reinstatement After Withdrawal Due to Attendance

Students who are administratively withdrawn from LCV for violating the consecutive days absence attendance policy may submit an appeal to the AAC for reinstatement into their course(s) in the active quarter. Students who

appeal must do so in writing. Appeals must include all relevant evidence, such as attendance records, academic correspondence, and any additional documentation provided by the student.

- **Timeline:** Within 5 business days of receiving the withdrawal notification.
- **Process:** The student must provide a written request for reinstatement, including evidence such as attendance records and correspondence explaining extenuating circumstances, including documentation, if applicable.
- **Decision Maker:** CAO and Program Director with Appeals Committee.
- **Conditions for Reinstatement:** If reinstated, the student must comply with conditions set forth by the CAO, such as attendance monitoring or academic probation.

Appeal Procedure for Academic Dismissal

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the AAC for re-entry before the start of the quarter in which they wish to return. The written appeal must state the circumstances that contributed to the dismissal and provide an adequate explanation for how the circumstances have been remedied or changed to ensure that they will be able to meet satisfactory academic progress if re-admitted.

The AAC will review the student's appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission.

The student may be asked to appear in person during the review process when deemed necessary by the CAO or the AAC. Upon the AAC's decision, the student will be notified by the CAO or designate in writing. The Academic Appeals Committee decisions will be final.

If a student's appeal is successful, the student will be placed on Academic Probation and will be required to achieve the minimum CGPA at the next measurement point. The student must meet the standards of Satisfactory Academic Progress by the next measurement point to continue in the program. The Academic Plan, including strategies for meeting minimum performance thresholds, will be reviewed and signed by both the student and the Academic Advisor.

A student denied an appeal must sit out 6 months before being eligible to apply for re-entry. However, the passage of time alone will not impact the decision-making process for future appeals. If a second re-entry appeal is denied, the student may submit another appeal after six months. If the appeal process is reopened, students must provide new evidence or justification to demonstrate a significant change in circumstances or preparedness. Appeals must include all relevant evidence such as grade reports, academic progress records, correspondence with faculty, and additional supporting documentation provided by the student.

- **Timeline:** Before the start of the next quarter in which the student wishes to return.
- **Process:** The student must submit a written appeal outlining the reasons for failing to meet Satisfactory Academic Progress (SAP) and a plan for improvement.
- **Decision Maker:** CAO, with the option to refer to an Academic Appeals Committee.
- **Next Steps:** If the appeal is successful, an Academic Plan will be created to help the student meet SAP standards for the next quarter of attendance. If denied, the student must wait 6 months before reapplying.

Notification of Decisions

- All decisions at each stage will be communicated to the student in writing, detailing the reasons for the decision and any conditions or next steps.
- Students will receive the outcome via email within the specified timeline for each stage.

Further Information

Please also refer to:

- Appendix I: Academic Appeals Standards
- Appendix II: SAP Appeal Guide
- Appendix III: Student Academic Appeal Form
- 701 Student Conduct Policy and Discipline Procedures
- 805 Student Non-Academic Complaints Policy
- 401 Employee and Student Access and Equity Policy

Appendix I

Academic Appeals Standards

This document outlines the standards of evidence and other guidelines related to academic and attendance appeals. The goal is to strike a balance between compassion for students and academic standards, while taking steps to ensure that students readmitted to their programs are given a fair chance of success.

Students requesting an academic appeal will work in collaboration with Academic Advisors to prepare a complete appeals package, including an Appeals Form with all required information, a written explanation, and adequate documentation as described below. Once an appeal is submitted to the committee, students may not revise the appeal or provide additional documentation.

Students with active administrative or financial “holds” on their accounts may not submit Academic Appeals.

General Guidelines

Attendance Appeals

Even if there is a legitimate and documented reason for the absence:

- Student may not be reinstated in the current term if they have missed more than 4 weeks of class at the time of the appeal.
- Student may not be reinstated in the current term if they have not attended any classes in the first two weeks.
- Students may not be reinstated unless they are in Canada and ready to return to class immediately at the time of the appeal.

Academic Appeals

Even if there is a legitimate and documented reason for poor academic performance

- Students may not be reinstated if there is no chance that they can meet the GPA requirements within one term while taking a normal courseload.
- Students may not retroactively apply for an Academic Accommodation for a permanent/long-term disability, or learning exceptionality at the time of appeal.

Standards of Evidence

Acceptable documentation includes

- Medical Doctor’s note recommending the student’s absence from school or documenting a serious condition that would reasonably disrupt studies.
- Registered Clinical Counsellor or Psychologist’s note recommending the student’s absence from school or documenting a serious condition that would reasonably disrupt studies.
- A letter from an employer documenting a workplace incident that would reasonably disrupt studies.
- Death certificate of a close relation.
- Police reports documenting a serious crime.
- Evidence of service in the Canadian armed services or emergency services.

Unacceptable documentation includes, but is not limited to

- Copies of prescription/photos of medication
- Photos of crime/incident scenes
- Services not covered by the Medical Services Plan (MSP). See list [here](#).
- Evidence of financial distress or job redundancy/unemployment
- Passports and travel documents
- Anything that can’t be traced or tied to a particular individual

Appendix II

Satisfactory Academic Progress (SAP) Appeal Guide

The purpose of this document is to provide a guide to support the process of a student appeal when they are dismissed from their studies for not meeting the Academic Progress Policy of LaSalle College Vancouver.

In order to appeal SAP dismissal, you must submit an official Appeal Letter to the Academic Appeals Committee (advising@lasallecollegevancouver.com) indicating specifically why you were unable to meet your Academic Requirements and provide documentation to support your appeal BEFORE the start of the term you wish to return. The written appeal must state the circumstances that contributed to the dismissal and provide an adequate explanation for how the circumstances have been remedied or changed to ensure that you will be able to meet the satisfactory academic progress if re-admitted.

The Chief Academic Officer and the Academic Appeals Committee will review your appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. You may be asked to appear in person during the review process when deemed necessary by the Chief Academic Officer or the Academic Appeals Committee. Upon the Appeals Committee decision, you will be notified by the Chief Academic Officer. The Appeals Committee decisions will be final. (for more details on the attendance policy, please see [the Academic Calendar](#)).

How to Appeal:

The official appeal submission must include the following:

1. A completed Academic Appeal Form (a copy of the form is attached to the dismissal email/mio)
2. A letter addressed to the Academic Appeals Committee that includes:
 - a. Your name and student number
 - b. An explanation on why you are writing the appeal, including:
 - Why were you dismissed from the program?
 - Why are you asking to return to the program?
 - Why was it difficult for you to achieve the grades required?
 - How is your situation changed since you were dismissed from the program?
 - c. Your plan for academic success if your appeal is approved:
 - How do you plan to be successful if approved to return?
 - What will you do if you develop difficulties in the future?
 - What are your goals for success for the remainder of your program?
3. Documentation to support your appeal. Your supporting documentation must be relevant and align with the deficient grades you received. See page 2 for more information.

How to submit:

You must send all required documents (Academic Appeal Form, Appeal letter and supporting documentation) to advising@lasallecollegevancouver.com. Documents must be submitted as attachments and include your full name and student number in the email.

Appeal Guidelines

Students with active administrative or financial “holds” on their accounts may not submit Academic Appeals. Please contact the Academic Advisors (advising@lasallecollegevancouver.com) if you are unsure about the holds on your account.

The reason for academic difficulties must be sufficient in duration to have negatively impacted your progress and must align in time with the deficient grades you received.

Even if there is a legitimate and documented reason for poor academic performance:

- Students may not be reinstated if there is no chance that they can meet the GPA requirements within one term while taking a normal course load.
- Students may not retroactively apply for an Academic Accommodation for a permanent/long-term disability or learning exceptionality at the time of appeal.

If the appeal is successful and the student is approved for re-admission they will be allocated classes by the Academics team. Students must take the assigned classes and meet any other requirements set by the Appeals Committee.

Standards of Evidence

Acceptable documentation includes but is not limited to:

- Medical Doctor's note recommending the student's absence from school or documenting a serious condition that would reasonably disrupt studies.
- Registered Clinical Counsellor or Psychologist's note recommending the student's absence from school or documenting a serious condition that would reasonably disrupt studies.
- A letter from an employer documenting a workplace incident that would reasonably disrupt studies.
- Death certificate of a close relation.
- Police reports documenting a serious crime.
- Evidence of service in the Canadian armed services or emergency services.

Unacceptable documentation includes

- Copies of prescription/photos of medication
- Photos of crime/incident scenes
- Services not covered by the Medical Services Plan (MSP). See list [here](#).
- Evidence of financial distress or job redundancy/unemployment
- Passports and travel documents
- Anything that can't be traced or tied to a particular individual

Student Academic Appeal Form

Student and Program Information

_____ Name (Family, First)	_____ Student ID Number	_____ Today's Date
_____ Program	_____ Personal Email	

Type of Appeal

- Academic Dismissal
- Attendance Dismissal
- Other (please specify):

Attachments:

- Appeal Letter
- Supporting Documents (please see appeal guide for more information)

For Official Use Only

Appeal Approved Yes No

Conditions/Recommendations

_____ Chief Academic Officer Signature (or designate)	_____ Date
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2. Revised TOC and Prior Learning Assessment & Recognition Policy (p.217)

Transfer of Credit and Prior Learning Assessment and Recognition Policy			
Revision Number	2	Accountability	Chief Academic Officer (CAO)
Policy Number	704	Operational Responsibility	Program Directors
Date of Approval	December 16, 2024	Last Reviewed	November 26, 2024
Approval Authority	Board of Directors	Next Review	December 2026

Objectives

LaSalle College Vancouver recognizes academic completion, credit transfers from other institutions, and prior learning and work experience, while maintaining the College's academic standards, values, and curriculum. The College has established clear guidelines for credit transfer and prior learning assessment, which are widely communicated to all prospective and current students. This enables them to make informed decisions regarding available alternative pathways, including transferable credits. The guidelines are regularly reviewed to ensure relevance, applicability, and alignment with updated qualifications, as well as students' and industry needs.

Scope

This policy applies to Transfer of Credit (TOC) applications for all students and Prior Learning Assessment and Recognition (PLAR) requests for non-traditional learning recognition at LaSalle College Vancouver.

Policy Statement

LaSalle College Vancouver is dedicated to recognizing prior learning and academic achievements from other institutions, as well as through professional and experiential pathways. A comprehensive framework has been implemented for the evaluation and awarding of transfer credits and prior learning assessments, ensuring equitable opportunities for students. This framework aligns with the College's academic standards, curriculum, and values, supporting seamless academic progression while safeguarding the integrity of the College's educational programs.

Definitions

Transfer of Credit (TOC): A formal process in which academic credits earned at a recognized institution, or through prior learning or professional experience, are evaluated and applied towards program requirements at LaSalle College Vancouver.

Course Descriptions: Official documentation from the originating institution that details the course content, objectives, and learning outcomes, used to assess equivalency with courses at LaSalle College Vancouver.

Transfer Credit: Credits granted for courses previously completed at another institution that are deemed equivalent to courses at LaSalle College Vancouver. Transfer credit is awarded only when a course or group of courses meets the criteria for equivalency.

Proficiency Credit: Credit awarded for prior learning gained outside of traditional academic settings, such as through examinations (AP, IB, CLEP), advanced standing, or by demonstrating mastery of course content through testing out or portfolio review.

Prior Learning Assessment and Recognition (PLAR): A process by which students can earn credit for learning acquired through work experience, self-directed study, volunteer work, travel, or other non-traditional learning experiences. To earn PLAR credit, students must provide evidence that their prior learning aligns with the learning outcomes of the course or program they are seeking credit for.

Exclusions

There are no exclusions to this policy.

Provisions

The Transfer of Credit provisions at the College are designed to support student mobility, ensure consistency in prior learning evaluations, and uphold academic integrity. These provisions include:

Transfer of Credit (TOC)

- Transcript and Course Descriptions: Official transcripts and course descriptions must be submitted before the first term starts. Late submissions may be considered at the Chief Academic Officer's discretion.
- Transfer Eligibility and Credit Conversion: Only college-level credits (100-level or higher) from accredited institutions are eligible for transfer. Credit/no credit courses convert to "C" (2.0) or "F."
- Grade Requirement and Residency: Only grades of "C" (2.0) or 68%+ are eligible for transfer. Remedial or developmental courses are not transferable. At least 50% of program credits must be completed at the College.
- For students applying for transfer credits to the Associate of Arts program, the transferred courses must be eligible for transfer at SFU, UBC, UNBC, or UVic, as verified by the BC Transfer Guide (<https://www.bctransferguide.ca>).

Proficiency Credit from External Sources

- Proficiency Credit Limits and Eligibility: No more than 25% of a program's credits can be earned through proficiency credit. Students scoring 3+ on the AP exam, 4+ on the IB exam, or 50+ on CLEP exams may qualify for credit. Official scores must be submitted by the add/drop deadline of the first term.
- Articulation Agreements and Testing Out: Proficiency credit may be granted for programs under formal articulation agreements with partner institutions. Students can request to "test out" of approved courses, with requests submitted to the Program Director before the course starts.
- Advanced Standing and Portfolio Review: Advanced standing may be awarded for relevant work or life experiences with proper documentation (e.g., portfolios or employment verification). Proficiency credit through portfolio review or work experience requires submission of relevant materials before the course begins.

Transfer of Credit After Matriculation

- Students enrolled full-time at the College must obtain prior approval from the Liberal Studies Director, Program Director, or Chief Academic Officer before taking a concurrent

enrollment course at another institution. The course, taken at the student's expense, must be passed with a minimum grade of "C" (2.0) to qualify for transfer.

- A "K" grade will reflect on the student's record without affecting GPA or CGPA. Transfer credits must be completed before the final term, with official transcripts and documentation submitted to the Chief Academic Officer for verification. All eligibility criteria, including grade and course comparability, must be met.

Transfer Credit Upon Re-Entry to the Institution

- Requests for transfer of credit from recognized institutions of higher education for a course taken while a student was not in attendance, but after a student's initial matriculation at the College, may be made to the Chief Academic Officer. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Prior Learning Assessment and Recognition (PLAR)

- Prior Learning Assessment and Recognition (PLAR) is a process that awards credit for learning gained in non-traditional environments. Students must demonstrate competencies acquired through professional or life experiences by submitting a portfolio for review by the relevant program department.

Change of Program

- Students seeking to change programs within LCV must obtain approval from the current Program Director. Only credits applicable to the new program will transfer and count toward graduation.

Supporting Procedures

1.Submission of TOC Application:

- Applications for TOC should ideally be submitted within one week of acceptance into the program.
- Applications must be submitted no later than three weeks prior to the start of the program.
- Official transcripts must be received before the first day of classes for evaluation.

2.Course Descriptions:

- Students must submit official course descriptions from the institution where credits were earned (or from a college catalog) along with the transcript.
- Course descriptions must be submitted before the start of the program to ensure comparability with the program's coursework.

3.Documentation for PLAR:

- For PLAR evaluations, students must submit relevant documents such as journals, portfolios, work samples, and other supporting evidence of prior learning.

4.Review of Application:

- The Program Director or designated evaluator will review the submitted TOC and PLAR application.
- If needed, the student may be asked to provide additional information or participate in a challenge exam.

5.Decision on TOC/PLAR Credit:

- The Program Director will determine whether the TOC or PLAR request is valid and meets the eligibility criteria.
- The final decision on awarding TOC or PLAR credit will be made based on the evaluation of the documents, course comparability, and other factors.

6. Notification of Results:

- The Admissions Office will notify the student of the final decision regarding the TOC or PLAR credit, as informed by the Program Director or evaluator.

7. Registrar's Role:

- Once the evaluation results are finalized, the Registrar will record the results in the student's academic record.
- The Admissions Office will ensure the student is informed of the outcome.

8. Request for Challenge Exams (if applicable):

- If the Program Director determines that a challenge exam is necessary to validate prior learning, the student will be informed and given instructions to take the exam.

9. Official Transcript Submission:

- If TOC or PLAR credit is awarded, students must submit official transcripts from any secondary institution for verification.
- All supporting documentation must be submitted by the student to the Chief Academic Officer for final review.

10. Appeal Procedure:

If a student feels that they have not been treated fairly in the application of the TOC or PLAR policy, they may follow the appeal procedure:

Step 1: Meet with the Program Director to discuss and request a review of the decision.

Step 2: If still dissatisfied, the student may appeal to the Chief Academic Officer, who will make the final decision.

Further Information

Efforts should prioritize accepting transfer credits from BC Transfer System members. For institutions outside the system, consult the BC Transfer System Guide to confirm accreditation and compliance with non-member institutions.

If the request is deemed suitable for assessment, it must include the grading scale, program outlines with learning outcomes, and detailed course outlines covering descriptions, outcomes, textbooks, hours, credits, assessments, and weekly structure.

Subject matter experts will evaluate the materials for course articulation potential.

Please also refer to:

- Appendix I: Transfer of Credit Form
- Appendix II: Prior Learning Assessment and Recognition (PLAR) Application Form
- Appendix III: PLAR Assessment Form

Transfer of Credit Form

Student and Program Information

_____ Name (Family, First)	_____ Student ID Number	_____ Today's Date
_____ Program	_____ Starting Quarter	
_____ Admissions Advisor	_____ Student Financial Planner	

Transfer of Credits

_____ School/Institution Completed at	<input type="checkbox"/> Official Pathway Transfer Agreement	<input type="checkbox"/> Official Transcript Received	<input type="checkbox"/> Course Description Received OR articulated on BC Transfer Guide
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COURSE CODES AND TITLE	FINAL GRADE	CREDITS	LCV COURSE CODE AND TITLE	CREDITS
TOTAL TRANSFER CREDITS AWARDED:				0

Comments

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Updated Program Flow

TERM	COURSE CODES OR NUMBER OF COURSES PER QUARTER	CREDITS	EXPECTED GRADUATION DATE

Approval/Clearance

_____ Program Director Signature	_____ Date	_____ Academic Director Signature	_____ Date
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For Official Use Only

<input type="checkbox"/> Transcript and Grid Progression Updated	_____ Grad Quarter with Full Course Load	_____ Processed by	_____ Date
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Transfer of Credit (TOC) Guidelines

- Required educational documentation for a TOC assessment
 - A student requesting a TOC assessment **MUST** submit the following educational documentation **BEFORE** the commencement of studies:
 - An official transcript from the institution where the course(s) were completed.
 - Official course descriptions for all the course(s) that must be assessed.
 - Where course descriptions are limited, official course outlines may be required for the assessment.
 - Translated and certified documentation, if necessary. If the student's educational documents are not in English, the documents will need to be translated into English and certified to assess the accuracy of the documents.
- Criteria for a TOC
 - A transfer of credit can **ONLY** be awarded if the course description is **EQUIVALENT** to the LCV course description.
 - A transfer of credit can **ONLY** be awarded if the course has a minimum of a 3-credit rating or has a minimum of 44 (4 x 11 weeks) hours.
 - A transfer of credit can **ONLY** be awarded if the student achieved a minimum final grade of 68% for the course in question.
 - A transfer of credit can **ONLY** be awarded if the software/technical course(s) were completed within the past 5 years.
 - A transfer of credit can **ONLY** be awarded if the Liberal Studies course(s) were completed within the past 10 years.
- Additional Criteria for a TOC to AoA
 - For students applying for transfer credit to the Associate of Arts program, all individual courses must be eligible to also receive either assigned or unassigned transfer credit at SFU or UBC (Vancouver or Okanagan Campus) or UNBC or UVic as verified via the BC Transfer Guide (<https://www.bctransferguide.ca>).
- TOC not awarded
 - If the course has not met the above-mentioned criteria for a transfer of credit, the TOC will **NOT** be awarded and will **NOT** be included on this form. If a TOC is not awarded for a course, a student will be required to complete the course at LaSalle College Vancouver.

Prior Learning Assessment and Recognition (PLAR) Application Form

Student Information

Name (Family, First)	Student ID Number	Starting Quarter
Program		

Course(s)

Course 1	Submission for Evaluation
Course 2	Submission for Evaluation
Course 3	Submission for Evaluation
Course 4	Submission for Evaluation
Course 5	Submission for Evaluation

Student Acknowledgement

By checking the boxes and signing below, I acknowledge the following:

- I understand that I must have been accepted to my program of choice prior to starting a PLAR application.** I acknowledge that I have been accepted into my program of choice.
- I understand that all PLAR application must be submitted prior to my FIRST quarter of attendance at LaSalle College Vancouver.** I acknowledge that I have submitted all potential PLAR application forms for the courses I wish to have assessed before starting my studies – and that no further PLAR assessments will be evaluated once I start.
- I understand PLAR credit is based on demonstration of competencies, not experience alone.** I acknowledge that my submitted work has been completed by myself and will be evaluated against the course outcomes. Should it be evident that the work has not been completed by me, an academic dishonesty report will be filed against my academic record, as per the Academic Calendar.
- I have paid the PLAR course assessment fee.** \$150 for each course assessment. (\$400 for culinary).
- I understand that the PLAR course assessment fee will be applied to each relevant course and is non-refundable.** I acknowledge that should my application be unsuccessful that my application fee will not be refunded.
- I understand that the decision made by the faculty regarding the PLAR course assessment is final.** I acknowledge that once a final decision is made, no further correspondence will be entered into. There is no appeal process.
- I have read and understood the procedures and policies summarized in this document.** I have also read and understood the Academic Policies and Procedures, and the Prior Learning Assessment and Recognition requirements, as printed in the Academic Calendar.

Student Signature	Date
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Approval/Clearance

Admissions Representative	Date
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For Official Use Only

<input type="checkbox"/> Amount Paid:		Student Finance Signature	Date
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Last Revised: 2022-08-11

Appendix II

PLAR Guidelines

Prior Learning Assessment and Recognition (PLAR) is a process whereby students receive credit for learning that occurred in a non-standard or non-traditional environment. This is different from transfer credit. This document provides guidelines for the submission of evidence of prior learning experiences. It is the responsibility of those seeking credit to follow these guidelines in order for evaluation to occur.

Prospective students seeking credit for non-traditional learning must demonstrate mastery of competencies acquired through their professional work or other learning experiences. These competencies will be demonstrated through submission of a portfolio to LaSalle College Vancouver and will be reviewed by the respective department.

PLAR Instructions

To apply for PLAR, the applicant must:

1. Complete the PLAR Application form and indicate **EACH COURSE** that should be assessed.
2. Must demonstrate the competencies of the courses for which they are applying. Credit is not granted based on experience alone. If the applicant cannot provide examples demonstrating the competency, an exam may be arranged, or the applicant may be required to complete an equivalent project.
3. Pay the non-refundable PLAR course assessment fee (\$150 per course. \$400 for kitchen skills demonstration). A cheque or money order will be accepted. For credit card payment, applicants must contact our accounting department.
4. Submit the following where applicable:
5. A current résumé.
 - a. Copies of certificates or recognition for the completion of course work (e.g. Photoshop workshop).
 - b. Copies of awards received for work.
 - c. Letter(s) of recommendation.
 - d. Appropriate portfolio/work examples for each course challenge.
 - e. Please include a description for all submitted work, for example:
 - Printed samples with a description of the project
 - Digital files that include a document with a description of the project
 - Links to online project and accompanying description

PLAR Assessment Form

Student and Assessment Information

Name (Family, First)	Student ID Number	Review Date
Program	Starting Quarter	
Financial Aid Officer	Assistant Director of Admissions	

Type of PLAR Assessment for Credits

Review of course objectives of Exam / Project / Portfolio review /
Non-traditional prior learning assessment etc.

Method of evaluation

 Material for evaluation received

 Material is eligible for PLAR assessment

PLAR Assessment Submission	Final % Score	Awarded Yes only	LCV Course Code and Title	Credits Awarded
	-	-		
	-	-		
	-	-		
	-	-		
	-	-		
- Total PLAR Credits Awarded:				0

PLAR Assessment Rubric

Course evaluation 1: Course outcomes: (Retrieved from appropriate LCV course outline)	% Score
CO1: Course outcome 1	
CO2: Course outcome 2	
CO3: Course outcome 3	
CO4: Course outcome 4	
CO5: Course outcome 5	
Course evaluation 1: Overall Average (% out of 100 for combination of competencies)	
Course evaluation 2: Course outcomes: (Retrieved from appropriate LCV course outline)	% Score
CO1: Course outcome 1	
CO2: Course outcome 2	
CO3: Course outcome 3	
CO4: Course outcome 4	
CO5: Course outcome 5	
Course evaluation 2: Overall Average (% out of 100 for combination of competencies)	
Course evaluation X: Add as necessary	

Comments

Course evaluation 1 – Final overall average (% out of 100) =
Course evaluation 2 – Final overall average (% out of 100) =
Course evaluation X – Final overall average (% out of 100) =

Appendix III

Approval/Clearance

Faculty Reviewer Signature	Date	Chief Academic Officer Signature	Date
Program Director Signature	Date		

For Official Use Only

<input type="checkbox"/> Transcript and Grid Progression Updated	Grad Quarter with Full Course Load	Processed by	Date
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General PLAR Guidelines

1. Required documentation for a PLAR assessment

A student requesting a PLAR assessment **MUST** complete the Prior Learning Assessment and Recognition Application Form confirming the following:

- The student **MUST** be accepted into their program of choice prior to starting a PLAR
- The student **MUST** acknowledge that the material submitted by them for assessment has been completed by them and no one else
- If the student submits any work that has been completed by another person, the application will be rejected and an academic dishonesty report will be filed against the student.
- The PLAR application form **MUST** be submitted **BEFORE** the student's first quarter of attendance at LaSalle College Vancouver
- The student **MUST** acknowledge that PLAR is based on demonstration of competencies **NOT** experience.
- The student **MUST** have paid the PLAR course assessment fee for each of the course that will be assessed.
- The student **MUST** acknowledge that PLAR course assessment fee is not non-refundable, even if the student is unsuccessful in receiving the PLAR credit
- The student **MUST** acknowledge that the outcome of the PLAR course assessment is final. Once a final decision has been made, no further correspondence will be entered into
- A student **MUST** acknowledge that they have read and understood the Academic Policies and Procedures, and the Prior Learning Assessment and Recognition requirements, as printed in the Academic Calendar
- If the student's educational documents are not in English, the documents **MUST** be translated into English and certified to assess the accuracy of the documents

2. Criteria for a PLAR credit to be awarded

- A PLAR credit can **ONLY** be awarded if the material submitted for evaluation is **EQUIVALENT** to the LCV course outcomes
- A PLAR credit can **ONLY** be awarded if the student achieved a minimum final mark of 78% (A "B" as per the LCV grading system) for the course in question
- A PLAR credit can **ONLY** be awarded for a 3-credit rated course
- A PLAR credit can **ONLY** be awarded if the material for software course(s) were completed within the last 5 years

3. PLAR credit not awarded

- If the course has not met the above-mentioned criteria for a PLAR credit, the PLAR credit will **NOT** be awarded and will **NOT** be included in the "credit awarded" section of this assessment. If a PLAR credit is not awarded for a course, a student will be required to complete the course at LaSalle College Vancouver.

PLAR Grading Process

1. All PLAR applications are assessed against clear criteria.
2. All PLAR material received for evaluation is evaluated against all the course outcomes on the LCV course outlines.
3. All PLAR applications are assessed by appointed faculty within the relevant department.
4. To determine the student's final PLAR grade, the appointed faculty uses the following process:
 - The PLAR material is **ONLY** marked by the appointed faculty member by using the LCV Academic grading system in conjunction with the PLAR grading system. (For more information on these two systems see LCV Academic grading system & PLAR grading system).
 - The PLAR material is evaluated against each course outcome listed on the applicable relevant LCV course outcome.
 - Once marking is complete, a final percentage is added to the PLAR Assessment Rubric on the PLAR assessment form for each course outcome based on the LCV Academic Grading System.
 - Once all the course outcomes have been given a final percentage, the overall average is calculated.
 - The overall average is calculated by adding all the student scores for each course outcome and then divided by the sum by the number of course outcomes.
5. Successful PLAR: The final overall average of a PLAR assessment must be an overall rating of "B" or higher which is equivalent to a minimum 78-81% out of a possible 100% as per the LCV grading system.

LCV Academic Grading System

The LCV Academic grading system is used by faculty to assess prior learning assessment and recognition.

LCV Academic grading system			
Letter	GPA	%	Description
A	4.00	88-100 %	A grade of "A" represents superior work that goes above and beyond the requirements of the course. "A" work shows creativity and insight
A-	3.7	85-87 %	A grade of "A-" represents excellent work that exceeds one or more of the requirements of the course. "A-" work shows creativity and initiative
B+	3.4	82-84 %	A grade of "B+" represents commendatory work with clear and consistent improvement over the duration of the course. "B+" work meets all course requirements.
B	3.00	78-81 %	A grade of "B" represents good, solid work with clear improvement over the duration of the course. "B" work meets all course requirements.
B-	2.7	75-77%	A grade of "B-" represents satisfactory work with some improvement over the duration of the course. "B-" work meets all course requirements.
C+	2.4	72-74 %	A grade of "C+" represents work that meets course requirements and demonstrates an average competency level for the course.
C	2.00	68-71 %	A grade of "C" represents work that meets course requirements and demonstrates the minimum competency level for the course.
C-	1.7	65-67 %	A grade of "C-" represents work that meets at least half of the course requirements, but demonstrates deficiencies.
D+	1.4	62-64%	A grade of "D+" represents work that meets up to half of the course requirements, but demonstrates significant deficiencies.
D	1.00	55-61%	A grade of "D" represents work that meets one or more of the course requirements, but demonstrates significant deficiencies.
F	0.00	0-54%	A grade of "F" represents general failure to meet the requirements of the course.

B. Admissions Information

1. ESL Pathway Institutions and Requirements (p.207)

As per the new EQA Policy and Procedures Manual effective January 1, 2025, language level requirements must include language level tests that are recognized internationally (e.g., Canadian Language Benchmarks, International English Language Testing Service (IELTS)) and are conducted by a reputable third party.

2. Additional Articulation Agreements (p.238)

Articulation Agreements

LCV articulates many individual courses with members institutions through the BC Council on Admissions and Transfer (BCCAT). See [Search Courses - BC Transfer Guide](#) for more information.

See below for the options that LCV offers for academic pathways with other institutions.

For Future Students:

Partner Institution	Partner Institution's Program	LCV Transfer Options
Pacific Design Academy (PDA)	Interior Design Diploma (Two-year)	A maximum of 42 credits transfer to LCV Bachelor of Applied Design in Interior Design (BID)
	Graphic Media Design Diploma (Two-year)	A maximum of 60 credits transfer to LCV Bachelor of Applied Design in Graphic Design (BGD)
Vancouver Community College (VCC)	Fashion Design & Production Diploma	A maximum of 54 credits transfer to LCV Bachelor of Design in Fashion Design (BFD)

For LCV Students:

Partner Institution	Transfer Opportunity
Centre for Digital Media (CDM)	Memorandum of Understanding (MOU) to provide learning opportunities for LCV Bachelor of Science in Game Programming (BGP) students in CDM's Master of Digital Media program ("MDM") Projects II and Projects III courses.
University of Northern British Columbia	A maximum of 60 transfer credits from LCV Associate of Arts (AoA) to 3 rd year entry to UNBC Bachelor of Commerce (BComm).

C. Student Conduct Policies and Procedures

1. General Student Complaint Policy (p.276)

General Student Complaint Policy			
Revision Number	1	Accountability	President
Policy Number	804	Operational Responsibility	Campus Director
Date of Approval	December 2024	Last Reviewed	December 2024
Approval Authority	Campus Executives	Next Review	December 2026

Objectives

This policy outlines the process by which students may raise complaints regarding academic, administrative, or other institutional matters. We value student feedback as it helps us improve our services and maintain a high standard of excellence in all areas of the student experience.

Scope

This policy applies to all LCV students regarding the general student complaint policy.

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Campus Director if related to non-academic issues or to the Chief Academic Officer for academic issues. If the Campus Director is either absent or named in the complaint, the complaint should be submitted to the President. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate College staff member or department will be notified of the complaint. A follow-up meeting with you and the Campus Director and/or the Chief Academic Officer will be held within ten College days of the date of the written complaint in an effort to resolve the issue. You will be provided with written reasons for the decision within 30 days after the date on which your complaint was made. This 30-day period will include any appeals or arbitration procedures required by the institution. If you are not satisfied with the results, you may file an appeal with the President's Office.

The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will be provided with written results of the appeal within ten class days from the date the appeal is received. Students may, at their own expense, engage legal counsel or agent to represent them during the complaint process.

Policy Statement

We are committed to providing a positive, supportive, and inclusive environment for all students. We recognize that students may encounter concerns or issues during their time at our institution, and we are dedicated to addressing these in a fair, transparent, and timely manner.

i. Definitions

- **Complaint:** A formal expression of dissatisfaction concerning academic, administrative, or other services provided by LaSalle College Vancouver.
- **Appeal:** A request for reconsideration of a decision made under this complaint policy.
- **Campus Director:** The senior administrator responsible for addressing non-academic complaints at LaSalle College Vancouver.
- **Chief Academic Officer:** The individual accountable for resolving academic-related complaints at LaSalle College Vancouver.
- **College Days:** Days when LaSalle College Vancouver is open and operating under its regular academic schedule.
- **Student ID Number:** The unique identification number assigned to each student at LaSalle College Vancouver, used for official correspondence.

ii. Exclusions

This policy does not apply to:

- Complaints addressed under specific policies outlined in the **LaSalle College Vancouver Academic Calendar**, such as the **Academic Integrity Policy**, **Code of Conduct**, or **Harassment Policy**.
- Complaints related to external organizations or services not directly managed by LaSalle College Vancouver (e.g., third-party internships or practicum placements).
- Anonymous complaints unless they involve significant safety or legal issues.
- Concerns regarding final grades, which must be addressed under the **Grade Appeal Policy**, as detailed in the Academic Calendar.

iii. Provisions

- **Student Entitlements:**
 - Access to a fair and timely complaint resolution process at LaSalle College Vancouver.
 - Confidentiality and impartiality throughout the resolution process.
 - The ability to seek external legal or professional representation, at the student's expense, during the process.
- **Staff Responsibilities:**
 - Maintain confidentiality and impartiality when handling complaints.
 - Provide written decisions and reasoning within established timeframes.
 - Notify the student of their right to escalate the complaint, if necessary.

Supporting Procedures

1. Initial Discussion:

- a. Students are encouraged to discuss their concerns with the relevant individual or department at LaSalle College Vancouver. The initial discussion should be with the person directly involved or responsible for the issue.

2. Formal Complaint Submission:

- a. If the issue remains unresolved, students must submit a written complaint to the Campus Director (for non-academic issues) or Chief Academic Officer (for academic issues).
- b. The written complaint must include the student's name, Student ID, phone number, and a description of the issue, along with steps already taken to resolve it.

3. Follow-Up and Resolution:

- a. The responsible department or staff member will review the complaint.
- b. A follow-up meeting will be scheduled within ten College Days of receiving the complaint.
- c. A written decision will be provided within 30 days, including any steps for appeal or arbitration required by LaSalle College Vancouver policy.

4. Appeals Process:

- a. If the resolution is unsatisfactory, students may submit a written appeal to the President's Office.
- b. The appeal must include the student's name, Student ID, and a summary of previous actions taken to resolve the issue.
- c. The President's Office will provide a final written decision within ten College Days of receiving the appeal.

4. Further Information

- **Relevant Policies:** For detailed information on policies like Academic Integrity, Grade Appeals, or Harassment Prevention, refer to the LaSalle College Vancouver Academic Calendar.
- **External Resources:** Students may seek guidance from the Private Training Institutions Branch (PTIB) or Degree Quality Assurance Board (DQAB) if internal resolution processes are exhausted.

2. Revised Refund Policy for Diploma and Certificate Programs (p.212)

Refund Policy			
Revision Number	N/A	Accountability	President
Policy Number	302	Operational Responsibility	Director of Finance
Date of Approval	March 2024	Last Reviewed	January 2025
Approval Authority	Board of Directors	Next Review	March 2029

REFUND POLICY

Refunds will be made within thirty (30) calendar days after the applicant's/student's written withdrawal request and all required documents for refund have been received by the finance department or within thirty (30) calendar days after written notice of dismissal is issued by the College and all required documents for a refund have been received by the finance department. All students will be subject to the institutional refund policies.

Degree Programs

Refund entitlement is calculated on the total fees due under the enrolment contract, less the applicable non-refundable Application and Assessment Fees. Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and a student may be required to pay for amounts due under the contract. Refunds will be made to the original account/payment method used to pay tuition.

All international degree students are required to pay a non-refundable tuition deposit upon registration. Students will be removed from any unpaid course/s and lose their non-refundable deposit if the College does not receive payment before the published deadline.

REFUND POLICIES FOR INTERNATIONAL STUDENTS IN DEGREE PROGRAMS <i>(Who have paid the required Tuition Deposit and received a Letter of Acceptance (LOA))</i>	
Withdrawal from degree program before Student has registered in courses for their first term:	
Study Permit Status Amount	Amount Retained by LaSalle College Vancouver (LCV)
Received	100% of the tuition deposit quoted in the Letter of Offer (LOO)
Denied (Proof of Study Permit Denial Letter required)	\$150.00 (Administrative and Application Fees)
After Student has been registered in their first term of study:	
Withdrawal Period / Student Dismissal	Amount Retained by LCV
After the Enrolment Agreement (EA) has been signed and before the start of the first term	100% of the tuition deposit quoted in the LOO
At any point after the first day of classes of the first academic term as outlined in the EA	100% of the total fees for the term under the EA including textbooks, health insurance and applicable fees
After Student has completed their first term of study and signed an Enrolment Agreement (EA):	
Withdrawal Period / Student Dismissal	Amount Retained by LCV
After the EA has been signed and before the start of the term	30% of total term tuition and fees under the EA plus applicable fees, fines or dues owing
During the add/drop period	50% of total term tuition and fees under the EA plus applicable fees, fines or dues owing
After the add/drop period (withdrawal deadline)	100% of the total term tuition and fees under the EA (no refund)

REFUND POLICIES FOR DOMESTIC STUDENTS IN DEGREE PROGRAMS <i>(Who have received a LOA)</i>	
Withdrawal from degree program after student has signed EA for their first term:	
Withdrawal Period / Student Dismissal	Amount Retained by LCV
After the EA has been signed and before the start of the term	If written notice of withdrawal is received by LCV before the start date defined on the EA, the student will receive a full refund of tuition paid.
During the add/drop period	30% of total term tuition and fees under the EA plus applicable fees, fines or dues owing
After the add/drop period (withdrawal deadline)	100% of the total term tuition and fees under the EA (no refund)

After Student has completed their first term of study and signed an EA for each additional term:

Withdrawal Period / Student Dismissal	Amount Retained by LCV
After the EA has been signed and before the start of the term	30% of total term tuition and fees under the EA plus applicable fees, fines or dues owing
During the add/drop period	50% of total term tuition and fees under the EA plus applicable fees, fines or dues owing
After the add/drop period (withdrawal deadline)	100% of the total term tuition and fees under the EA (no refund)

Other Refund Policy Requirements for both International and Domestic Students:

- Where a student is deemed not to have met the institutional and/or program-specific minimum requirements for admission, LCV must refund all fees paid under the contract, less the applicable non-refundable assessment fee.
- Application fee, student fees, textbooks, fines, dues owing, financial penalties and taxes are non-refundable. Outstanding tuition fees owing will be deducted from the amount refunded.
- Where a student's tuition has been paid in part or in whole by a recognized student aid program, the College may be required to refund the funding party before any refund is payable to the student.
- Where the College provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the College may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
- In the event of a fully documented circumstance that prevents the student from completing the program, the student may appeal for an exception to this Refund Policy to the College Financial Appeals Committee.
- The calculation of refunds is based upon the date of the written notice of withdrawal sent by the student, or the date of the written notice of dismissal issued by LCV.
- Refunds for students or applicants who paid by credit card and cancel/do not start are subject to an administrative fee of 2% of the total amount paid.

Diploma and Certificate Programs

Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable Application and Assessment Fees. Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and a student may be required to pay for amounts due under the contract. Refunds will be made to the original account/payment method used to pay tuition.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
Before program start date, LCV receives a notice of withdrawal or provides a notice of dismissal:	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. 	100% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> • More than seven days after student signed the enrolment contract, and • Before the program start date. 	LCV may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After the program start date, LCV provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):	
<ul style="list-style-type: none"> • No later than seven days after the program start date, LCV provides a notice of dismissal or receives a notice of withdrawal 	LCV may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
After program start date, LCV provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely-asynchronous distance-education-only programs):	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	LCV may retain up to 10% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 10% but before 30% of instruction hours have been provided. 	LCV may retain up to 30% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 30% but before 50% of instruction hours have been provided. 	LCV may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 50% of instruction hours have been provided. 	No refund due
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
<ul style="list-style-type: none"> A student does not attend the first 30% of the program. 	LCV may retain up to 50% of the tuition paid under a contract.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
LCV receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance 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.

Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
Before program start date, LCV receives a notice of withdrawal:	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> More than seven days after student signed the enrolment contract, and Before the program start date. 	LCV may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, LCV provides a notice of dismissal or receives a notice of withdrawal (applies to only approved solely-asynchronous distance-education-only programs):	
<ul style="list-style-type: none"> No later than seven days after the program start date 	LCV may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<ul style="list-style-type: none"> Student has completed no more than 10% of the program 	LCV may retain up to 10% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> Student has completed no more than 10% but less than 30% of the program 	LCV may retain up to 30% of the tuition paid or payable under a contract.
<ul style="list-style-type: none"> Student has completed more than 30% but less than 50% of the program 	LCV may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> Student has completed 50% or more of the program 	No refund due

Completed means the student has received an evaluation of their performance for the specified percentage of hours of instruction. Only hours of instruction for which the student received an evaluation should be included in the calculation of a tuition refund. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.

Approved Programs – All Delivery Methods	Refund Due
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders LCV to refund tuition and fees. 	100% tuition and all related fees, including application fees
LCV does not provide a work experience	
<ul style="list-style-type: none"> LCV fails to provide the work experience within 30 days of the contract end date, unless the registrar determines LCV was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

- Where the College provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the College may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
- Where a student's tuition has been paid in part or in whole by a recognized student aid program, the College may be required to refund the funding party before any refund is payable to the student.
- In the event of a fully documented circumstance that prevents the student from completing the program, the student may appeal for an exception to this refund policy to the College Appeals Committee.
- The calculation of refunds is based upon the date of the written notice of withdrawal sent by the student, or the date of the written notice of dismissal issued by LCV.