

## **Welcome to RCIIS- The Royal Canadian Institute of International Studies!**

<b>Morning Programs</b>	<b>9am - 1pm</b>
<b>Afternoon Programs</b>	<b>2pm – 4pm</b>
<b>Evening Programs</b>	<b>5:30/6:00/6:30pm – 9/9:30pm</b>

### **1. ATTENDANCE POLICY**

I have read and understood the RCIIS Attendance Policy. I understand that:

- At RCIIS, attendance is taken very seriously. For many of our school programs, attendance is an essential factor when deciding a passing grade.
- There are only 3 absences (including sick days) allowed for EAP classes. In addition if you miss many classes you will be unlikely to level up in the following session. If a student knows in advance that they will be absent, they must get prior permission from the instructor (still counted as absent).
- In-class sickness will be dealt with at the teachers' discretion
- Classes begin at their scheduled starting time. If you arrive after your class has started, you will be marked late.
- Every 3 days late (after 9 a.m. / 2 p.m. / 5:30 p.m. / 6:00 p.m. / 6:30 p.m. ) = 1 absence.
- Due to the limited capacity of seats available for in-person studies, priority will be given to students who have confirmed their start date with RCIIS.
- Students studying online who do not turn on their camera and microphone, or respond to their teacher or classmates will be marked absent even if their Zoom accounts are logged into the meeting.
- Students who miss their original registered starting date without informing RCIIS will give up their seats to students who attend based on their original confirmed starting date.
- If you are absent from your program without written notice to the school administrator for more than 5 consecutive days, you might be temporarily removed from the course list. Upon your return, you may try another available class, or you can choose to be placed on a waiting list until there is adequate room.
- If you are removed from the class twice without notifying the school administrator, you will be charged a placement fee to be added back to the class a second time.
- Students registered in Intensive Packages will not be entitled to credits or extra time if they decide not to attend their afternoon classes.
- On the final afternoon of each session, morning classes will end at 12:45.

Please note: Students must inform the school before taking any vacation. If a student fails to do so and doesn't come to class for 3 weeks or more, all immigration reports will indicate: "no longer registered or enrolled in the school". This determination could negatively affect any possible visa extensions.

## **2. Course Textbooks**

All in-person students in academic classes will be required to purchase any necessary textbooks, workbooks or materials that are used during their class session.

## **3. Vacations and Extensions**

Students who register for 12 weeks or more may take one (1) vacation during their studies. All vacation requests must be received at least two weeks prior to the start of your vacation time. If you do not meet either of these requirements, any vacation requests will be subject to an administrative fee of \$100. This vacation may be up to a maximum of four (4) weeks.

Academic students who take a vacation must be aware of their course start and end dates and plan their time accordingly. Beyond four weeks, any additional days will be treated as absences.

If a student is sick or unable to come to school for an extended period of time, they may take a vacation as long as a valid medical note is presented to the school administrator.

Students who plan to extend their time at RCIIS should do so at least 1 week before the end of their studies and make their payment before restarting

Please note: When taking a vacation, students must ensure their visa remains valid and that they have sufficient health insurance to cover their entire period of study. If students plan on taking a vacation outside of Canada, they should request a Letter of Enrolment (LOE) before departure.

## **4. ENGLISH-ONLY POLICY**

Students must always speak English while at RCIIS. Students shall not be heard speaking their native language or any other language besides English anywhere inside the school.

I understand that the Royal Canadian Institute of International Studies (RCIIS) requires all students to speak only in English while at school. Our school follows a strict three strike policy:

Strike 1: The student will receive a verbal warning regarding the English Only Policy.

Strike 2: The student will receive a written warning regarding the English Only Policy.

Strike 3: The student will be asked to leave the school for 1 day.

## **5. CERTIFICATION**

School certificates are not given out automatically. Students must meet all course requirements and follow the school's attendance policy.

In order to receive an RCIS certificate, students should apply using their student portal.

Certificates will be ready within 3-5 business days upon receiving the request.

## **6. ACADEMIC POLICY- PLAGIARISM / CHEATING**

Honesty and fairness are expected to be upheld by students, staff, and faculty of RCIS.

For most RCIS courses, students will require a passing score of 70%

The penalty for a first academic honesty offence is normally a grade of "0" on the work in which the offence occurred.

The penalty for the second academic honesty offence is normally an "0" in the course where the offence occurred. You must see the academic director for reinstatement in the program.

## **7. DISPUTE RESOLUTION POLICY**

Students who wish to address any concerns or comments can speak with our teachers and counsellors. If the issue persists, students can talk to the Academic Director who will take further actions to remedy the situation.

## **8. HEALTH INSURANCE**

The Government of Canada does not cover medical costs for foreign students. It is mandatory for our students to have health insurance while studying at RCIS. Students must present proof of health insurance before beginning their studies.

## **9. SMOKING:**

Smoking is **NOT** permitted in front of or behind the building at anytime.

RCIS is a drug free environment; drugs and alcohol are strictly prohibited.

## **10. WIRELESS ACCESS AND CELL PHONES**

Students can connect to the school's Wi-Fi by using the current password. Students are NOT allowed to use their cell phones in class unless the teacher gives permission.

## **11. ELEVATOR USAGE**

RCIS students may **NOT** use the elevator. Only students with assistive devices or mobility issues may use the elevator with the permission of the school director.

## **12. COLLECTION OF PERSONAL INFORMATION CONSENT**

RCIS collects and uses personal information from our students in order to:

- Maintain a file of your personal information including contact details in case of an emergency.

- Collect statistics for the sole use of RCIIS's business development.
- Communicate with an agent or third-party organization acting on a student's behalf in their country of origin.
- Communicate with the Canadian federal government with regards to student attendance and/or proof of advancing in a program of study.

RCIIS may take images of students to promote the school or its programs in print or online. This includes, but is not limited to, brochures and flyers, RCIIS website, partner website, and social media sites (Facebook, Instagram, YouTube, etc.)

### **In Case of Fire / Emergency:**

- All students must follow any announcement to leave school immediately. Students must stick with their teacher and leave the school in a prompt and safe manner.
- Students should not take their bags and valuables, but leave immediately with the teacher.
- Students must never use the elevator during an evacuation.
- If you are eating lunch or not in class, make sure to go directly to the meeting area (Outside TD Bank).
- Students must not go back inside the building until the fire department says that it's safe.
- Teachers and students will gather at the meeting place afterwards for a head count (outside of TD bank).
- \*Fire / emergency escape plans will be displayed prominently throughout the school.

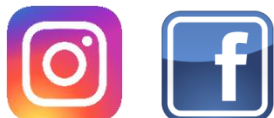
### **Student Responsibilities Statement:**

- Students must treat other students, faculty, and staff with mutual respect and dignity.
- Students must not harass others, sexually, verbally, or psychologically.
- Students shall not discriminate others based on age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation.

It is important for students to inform the school of any change to their visa status. If this is the case, students need to bring their updated visas to the school administrator to update their records.

### **School Updates and Notifications:**

To be notified of school events, activities, and cancellations, we highly recommend that you follow us on Facebook and Instagram.



**Facebook:** <https://www.facebook.com/rciis.canada>

**Instagram:** <https://www.instagram.com/rciis>