

KING EDWARD TIMES

Cashiers' file

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1) FINAL EXAMINATIONS - COLLEGE FOUNDATIONS DIVISION

"Students who wish standing in their courses must accept a commitment to be available for ... examinations, as scheduled, to the final day of examinations. Students may not expect any re-arrangement of examination times unless they have two or more scheduled at the same time." In other words, examinations as scheduled are not to be regarded lightly by either students or instructors.

Nevertheless, individual instructors have from time to time waived the examination requirement, or "excused" individual students from the examination requirement. Almost without exception such waivers lead to problems. Most commonly, an examination waiver by one instructor is used as a lever to obtain waivers from other instructors. In such matters, consistency is obligatory. REFER STUDENT REQUESTS FOR FINAL EXAMINATION EXEMPTION OR WAIVER TO YOUR DIVISION CHAIRMAN. If necessary, Robert Cunningham will rule finally.

Please know that illness documented by a medical certificate is a valid reason for missing an examination. Please know that we can make arrangements for examinations to be written almost anywhere on the earth ... for good cause! Please know that, in general, arrangements made in the past have been reasonable, humane and consistent. Arrangements made through and by individual instructors have been reasonable and humane from the perspective of a single course, but seldom have they been consistent in terms of a student's entire program.

Repeat: REFER STUDENT REQUESTS FOR FINAL EXAMINATION EXEMPTION OR WAIVER TO YOUR DIVISION CHAIRMAN.

R.F.C.

2) FIRST AID INFORMATION

The Student Health Services requests all staff and instructors to familiarize themselves with K.E.C. first aid procedures before an emergency arises... please read the pink information sheet "Medical Emergency Procedures" posted by every telephone.

The most common form of major emergency on this campus is convulsion due to epilepsy... it is covered under points 3 and 4 under When to Request An Ambulance.

To protect the patient, yourself and the college, please call an ambulance. An administrator is to be notified whenever an ambulance is required, if the student refuses to go to the V.G.H. Emergency for medical follow-up, please make a statement to that effect on the emergency report form and have the student sign it. All Department Heads should have copies of the Emergency Report Form. Please contact either Sally Hurst or Rita Katzel if you require more forms.

An ambulance will usually arrive within 2 minutes ... if the person calling will state the proper location and the closest entrance to the site of the emergency.

What to do while waiting, for a person having a convulsion:

1. Do not try to restrain the patient's convulsive movements.
2. To prevent the patient from swallowing tongue and asphyxiating - put a padded tongue blade in person's mouth. If a tongue blade is not available, press firmly in hollow under chin, but above the throat.
3. Loosen any restrictive clothing about the neck.
4. Help patient to lie flat on back on the floor and clear the area of people and of any obstacles against which the patient might sustain further injury.

Thank you

R.K.

3) WELCOME!

A warm welcome to Marnie Ramsey, our new switchboard operator. Marnie started with us March 29, and replaces Linda Murdock who is now our new Accounting Clerk.

M.G.

4) COUNSELLING

Thanks to our counselling departments' efforts, BCIT has received its requirements concerning assessment of foreign students. Until now, ALL students whose first language is other than English had to take either our ELA or the TOEFL. This meant that even those who came here before school age had to undergo testing.

Now a B.C. High School Grade 11 and 12 completion with "C" or better may apply to BCIT.

G.N.

5) POSITION OPENINGS

The Division of Business and Commerce at Red Deer College requires an instructor in Accounting.

Deadline for Applications is April 21st, 1976.

For more information please see faculty notice boards.

6) TAX GUIDE INFORMATION FOR STUDENTS: (Please inform)

Education deduction - The education deduction is \$50 for each month in 1975 during which a student was in full-time attendance at a designated educational institution as described below. The months in which the school term started and finished are included.

This deduction may be claimed by the student and/or a supporting individual. A supporting individual is someone who claimed an exemption for the student as a dependant, or would have if the student's net income had not been over \$1,978. Any part of the deduction not required to reduce the student's taxable income to zero may be claimed by the supporting individual.

Designated educational institutions include universities, colleges and other institutions offering job retraining or adult education courses in Canada. If in doubt as to the designation of your school, inquire at your District Taxation Office. A student receiving adult training allowances under the Adult Occupational Training Act is not eligible. Similarly, a nurse in training who receives free board and lodging or any other allowance from the nursing school would not be entitled to the deduction. Courses must be of at least three consecutive weeks duration with a minimum of ten hours work in the program each week.

Full-time attendance at a university outside of Canada in a course of at least 13 weeks duration and leading to a degree, also qualifies. Courses for which a student has been reimbursed (other than by award money) do not qualify. Nor does a course which is related to a person's job if the person remains on salary while taking the course.

Tuition fees - Tuition fees may only be deducted by the student. If you are a student, you may deduct tuition fees (not books or other expenses) from your income if;

- (a) the fees were paid to an educational institution in Canada and were over \$25.
- (b) you resided in Canada near the United States border throughout the year and commuted to an educational institution in the United States providing courses at a post-secondary school level and the fees which you paid to that institution were over \$25, or
- (c) the fees were paid to a university outside Canada where you

were in full-time attendance in a degree course for not less than 13 consecutive weeks.

The fees that may be claimed are those covering a period of not more than twelve months commencing in the taxation year. Attach to your return the approved form of receipt or certificate for income tax purposes which is issued by the educational institution. If you are claiming fees described in (c) above, attach the completed form TLL1A which you can obtain from any District Taxation Office. If you are claiming tuition fees for a calendar year rather than for an academic year, specify the amount of claim relating to the attached certificate and the amount relating to the previous year's certificate. Tuition fees are only deductible by the student regardless of whether he paid them himself or some other person paid them for him.

However, if his employer paid the fees, they may be deducted only if the amount paid by the employer has been included in the student's income.

Students in full-time attendance at a university, college, or technical training institution may also be able to claim the education deduction described in item 42B. Certain students may be able to claim moving expenses described in item 34B of the Guide. (Pages 20 and 17 respectively in Tax Guide, 1975).

C.S.

7) ODE TO OUR CLEANING LADY

There is a nice lady named Edel,
We see when we plug in the kettle.
Though she does not like to meddle,
Funny tales and advice she does peddle.
She's on TOP, not on bottom or middle,
In her job she does clean and fiddle,
She's a rose, not just a petal;
For all this, she deserves a medal!!



-- Casey Lowe and Gwen Chalmers

- 8) COUNSELLING DEPARTMENT INFORMATION CENTRE:
TAPES AVAILABLE ON PROGRAMS AVAILABLE AT LANGARA AND V.V.I.

LANGARA:

Accounting
Community Recreation leadership
Court Reporting
Criminal Justice
Data Processing
Finance & Investment
Fine Arts
Food Services Technician
Journalism
Library Technician
Marketing & Sales
Registered Nurse
Pre School Supervisor
Realty Appraisal
Teaching Assistant
Welfare Aide

V.V.I.

Auto mechanics
Drafting
Electronics
Hairdressing
Power & Process Engineering
Practical Nursing
Welding

Will Faculty please bring this information to the attention of
their students. Thanks.

C.W.