

September  
8  
1988

# KING EDWARD TIMES

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Vol. XVI, No. 22  
1988 September 08

## CANADIANA CENTRE

The Canadiana Centre has a new telephone number: 255-3516.

Dorothy Moutter

## UNITED WAY COMMITTEE

This year there will be a joint committee for United Way representing Continuing Education, Central Administration and King Edward Campus.

I am pleased to announce that Shirley Girvan, Terry Smith and Grant Kelly will represent King Edward Campus on this committee. If you have suggestions for the campaign please let me know.

Lawrence Fast

## ACTING CHAIRMAN FOR ESL DIVISION APPOINTED

Most of you know that Mrs. Miriam Bennett has been on sick leave for much of the summer and the date of her return to full-time duty is uncertain.

Since it is important that the large ESL Division have a full-time chairman, I have recommended to the President, and he has agreed, that Mrs. Rosemary Meyer be appointed as Acting Chairman for this Division effective immediately for a two-month period.

I am pleased that Mrs. Meyer agreed, literally on a day's notice, to take on this job. I know you will give her your cooperation.

Lawrence Fast

KCC

King Edward Campus



### ALUMNI ASSOCIATION MESSAGES

#### **Swap Meet - Come to Buy and Sell**

The VCC Alumni Association will hold a swap meet on Saturday, September 24th in the courtyard of King Edward Campus, from 10 a.m. to 2 p.m.

Faculty, staff and students are invited to participate. Tables may be rented in advance for \$8.00. Call 875-1131, local 361. Set up is from 9 a.m. to 10 a.m.

General Admission is \$.50 per person, \$1.00 for families. Proceeds go to support the activities of the Alumni Association. Any persons wishing to donate items for sale by the Association may do so by dropping them off between 9 a.m. and 10:30 a.m. September 24th at King Edward Campus.

#### **Entertainment Coupon Books**

Get your Entertainment Coupon Books from the VCC Alumni Association. Call 875-1131 to order your book.

Remember to ask about the new Savings Spree Coupon Book which is also available through the Alumni Association.



Colleen Smith

#### TAPE RECORDING ON "HOW TO COMPLETE A BCSAP APPLICATION"

The Financial Aid Office has just produced a new cassette tape on how to complete a BCSAP application. It is a step-by-step guide to help KEC students fill out their applications for government grants and loans provided by the British Columbia Student Assistance Program. Copies of the tape and sample applications are available at both the Counselling Career Centre and the library. Comments and suggestions will be appreciated.

Winnie Cheung

BTSD

Barbara Little will fulfill the duties of Department Head, BTSD, next week, September 12-16 while I am on holiday.

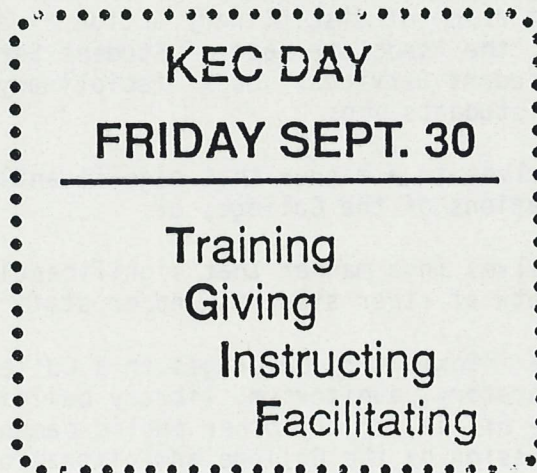
Peter Littleboy

EMPLOYMENT

Jobs for twenty (20) students.

McDonalds in Kerrisdale, at 41st.  
Call 261-0511 and ask for manager.

Loren Houldson



POLICIES

The following policies were approved at the last Management Committee meeting on August 29, 1988:



Policy No.: 2.2.0.1  
Issue Date: 1980 September 22  
Amendment: No. 1 1984 November 19  
              No. 2 1988 May 10  
Source: KEC Management Committee  
Title: KEC - STANDARDS OF STUDENT  
          CONDUCT  
Concerning: Faculty, Staff and Students  
Principal  
Approval: Laurence Fast

POLICY:

A.1 Students, in all their relationships with the College, instructors, and/or other students, are expected to maintain an acceptable standard of conduct. They are expected to obey the law, to show respect for properly constituted authority, to meet contractual obligations, to maintain integrity in scholastic work and to observe appropriate adult standards of conduct. The student is held responsible for his/her actions, whether acting individually or in a group.

A.2 Initiation of Disciplinary Action

Failure by students to maintain appropriate standards of conduct may result in the initiation of disciplinary action by a Department Head, a Division Chairman, the Associate Dean of Student Services or the Dean of Instruction and Student Services. Such disciplinary action may be initiated against students who:

- a) Conduct themselves in a manner that significantly interferes with the operations of the College; or
- b) Conduct themselves in a manner that significantly endangers the health or safety of other students and/or staff of the College; or
- c) Possess or use intoxicating beverages in a College classroom building, laboratory, auditorium, library building, faculty administrative office, or any other public campus area unless given specific permission by the College administration; or
- d) Falsify any College documents - I.D. card, receipt, transcript, etc. - or withhold or falsify information on an admissions application; or
- e) Use, possess and/or sell illegal drugs or narcotics on campus; or
- f) Engage in disruptive activities, e.g., disorderly conduct, which includes physical or verbal abuse of another person; abusive, indecent, profane or vulgar language; obscene actions; and/or disrespect for the rights and privileges of others; or



- g) Misuse property, which includes destruction, theft, damage, mutilation or misuse of College property, including but not limited to buildings, library materials, trees and shrubbery, College files and records, safety equipment, including fire alarms and fire equipment; or
- h) Possess or use firearms, knives, fireworks or other offensive weapons on College property; or
- i) Fail to comply with reasonable directions of College officials or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus; or
- j) Aid, abet or act as an accomplice in the commission of any of the foregoing offenses.

### A.3 Financial Transactions with the College

Students who owe debts to the College may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid. Students who write "insufficient funds" cheques to the College for fees may have their registration cancelled.

### PROCEDURES:

- B.1 For infractions listed in A.2, the person (faculty, student, administrator) who becomes aware of any infractions which may warrant disciplinary action, should verbally report the infraction immediately to Security. Information should include the name of the student, nature of the infraction, location of the alleged infraction. The verbal report should be followed by a brief written report.
- B.2 For infractions listed in A.3, difficulties involving payment of fees (N.S.F. cheques, etc.) will be handled by cashiers, i.e., notification to student of return of cheque, request for payment, etc.). However, in the event that payment is not received within a reasonable period of time, the Associate Dean of Student Services will be advised and faculty will be asked to exclude the delinquent student from classes.
- B.3 Action by Associate Dean of Student Services (or Delegate)  
  
If it is deemed that the safety or health of other persons is involved:
  - a) the security guard is to be notified immediately;
  - b) the police are to be called immediately; OR
  - c) the nurse is to be notified.

NOTE: If medical staff are not on campus and urgent action is required, an ambulance is to be called and the person sent to "Emergency" at the Vancouver General Hospital.



- B.4 If it is deemed that the law is being broken (e.g., possession, use or selling of drugs or narcotics), the police are to be called.

NOTE: If the infraction regarding drugs or narcotics is not specific, or is simply a suspicion, a request for police investigation is warranted.

- B.5 Action initiated by Department Head or Divisional Chairman and approved by the Dean of Instruction and Student Services or Associate Dean of Student Services

If the infraction involves an unacceptable action such as disruptive behaviour, defacement or property damage, a Department Head or Division Chairman may recommend suspending a student for up to five teaching days. The recommendation should be forwarded in writing to the Associate Dean of Student Services, who may:

- a) Decline the suspension;
- b) Approve the suspension;
- c) Change the number of days of suspension and approve;
- d) Approve the suspension and convene a meeting of the Discipline Committee to consider further action.

- B.6 Action by the Discipline Committee

The Student Discipline Committee shall consist of the Department Head (or delegate) of the department in which the student is registered, the Head of the Counselling Department (or delegate), a faculty member-at-large, and shall be chaired by the Associate Dean of Student Services (or delegate). The Committee shall review the case and may allow for the attendance of the suspended student(s) and/or the instructor(s) most closely involved. The Committee may recommend further action to:

- a) reprimand the student(s); and/or
- b) draw up and put into effect a contract between student(s) and instructor or administration, breach of which could result in other disciplinary action; and/or
- c) recommend to the Principal that the student(s) be:
  - 1) conditionally suspended for a specific period of time; or
  - 2) unconditionally suspended for a specific period of time; or
  - 3) indefinitely suspended.

- B.7 The Principal shall advise the College President of short-term suspensions and/or recommend to the College President in the case of long-term suspensions.



Policy No.: 2.2.1.4  
Issue Date: 1985 January 21  
Amendment: 1987 October 14  
              1988 July 07  
Source: KEC Management Committee  
Title: FEE DEFERRALS  
Concerning: Administration, Faculty,  
              Staff and Students  
Cross  
References: Policy No. 3.2.0.6, 2.2.1.5,  
              2.2.1.2  
Principal Approval: Lauren Fort

POLICY:

- A.1 All fees are due and payable before services are rendered or instruction commences.
- A.2 Fees may be deferred in special instances wherein the student is awaiting the receipt of a loan, a grant, or a payment by an external sponsoring agent.
- A.3 All fee deferrals must be approved by the Dean of Instruction and Student Services or the Associate Dean of Student Services, or delegate.
- A.4 Under extraordinary circumstances, the Manager of Admissions, Registration and Student Records (or delegate) may defer fees for twenty-four hours.

PROCEDURE:

- B.1 A student requesting a fee deferral must complete a Fee Deferral Form (see attached).
- B.2 The Fee Deferral Form must be recommended and signed by Financial Aid, Admissions or by a Department Head, or a Counsellor (or delegates).
- B.3 Usually, the student will present the recommended Fee Deferral Form to the Associate Dean of Student Services for consideration. Normally the student will be required to make a down payment of approximately 25%. The Associate Dean will confirm the amount of down payment and the date on which the balance will fall due.
- B.4 If the approved form is for the deferral of an Assessment fee, the student will present the form to the Assessment Centre, who will make a copy for their records and return the original to the student.
- B.5 If the approved form is for the deferral of fees in addition to or other than an Assessment fee, the student will present the form to the Cashier who will receive any cash payment required, verify the amount to be deferred, make a copy for the record, and return the original to the student.

- B.6 New students whose deferrals are approved on the assumption that they may be getting ABESAP grants must apply for ABESAP in the third week of classes. The original fee deferral form showing exact amounts deferred must be attached to the ABESAP application and submitted to the Financial Aid Office.
- B.7 In the case of student default, the Cashier will take the usual action of notifying the Associate Dean of Student Services, who will follow established procedure for delinquent fee payers (refer to Policy 2.2.1.2.).

It should be noted that deferrals of fees are just that! Before recommending or approving such deferrals, college personnel must assure themselves that sufficient funds will be forthcoming within a reasonable time to cover the fees owed.



Vancouver Community College  
King Edward Campus

FEE DEFERRAL REQUEST FORM

Student's Name \_\_\_\_\_ Student No. \_\_\_\_\_  
Program \_\_\_\_\_ S.I.N. \_\_\_\_\_  
Study Period \_\_\_\_\_ Telephone \_\_\_\_\_

I cannot pay my fees today because:

- ☐ waiting for ☐ pay cheque ☐ MSSH cheque ☐ Indian Band or other sponsorship  
☐ late in submitting ABESAP/BCSAP appl'n ☐ Other: \_\_\_\_\_  
☐ can't apply for ABESAP in advance as a new student (see N.B.4 below) \_\_\_\_\_

RECOMMENDATION OF FINANCIAL AID, ADMISSIONS, DEPARTMENT HEAD / COUNSELLOR (OR DELEGATES)

1. As far as I know the applicant has ☐ has not ☐ been granted a fee deferral before.  
2. The student will pay \$ \_\_\_\_\_ today (25% of total fees is recommended).  
3. Based on information given by the applicant, I recommend this application.

\_\_\_\_\_  
Name Title Local Date

\*\*\*\*\*

(This section to be completed in the Dean's Office)

- N.B. ☐ 1. This form must be approved by the Dean/Associate Dean.  
☐ 2. Present the approved form to Assessment Centre when making test appointments.  
☐ 3. Present the approved form to Cashier at registration.  
☐ 4. Attach the approved form to your ABESAP application when you submit it to the Financial Aid Officer in the third week of your new term.

I will pay the deferred fees on or before \_\_\_\_\_ and I understand that if I do not pay, I will be deregistered or not allowed to register.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

APPROVED BY DEAN / ASSOCIATE DEAN

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*\*\*\*\*

TO BE COMPLETED BY ASSESSMENT CENTRE

TO BE COMPLETED BY CASHIER

Total Assessment Fee \$ \_\_\_\_\_

\* Total Fees \$ \_\_\_\_\_

Total Amount Deferred \$ \_\_\_\_\_

\* Total Amount Deferred \$ \_\_\_\_\_

\_\_\_\_\_  
Name Local Date

\_\_\_\_\_  
\* Name Local Date



Policy No.: 3.2.0.6  
Issue Date: 1984 September 21  
Amendment: 1986 November 24  
Source: 1988 July 07  
Title: KEC Management Committee  
Concerning: ASSESSMENT FEES  
Administrators, Faculty,  
Staff and Students

Principal Approval: Lauren

POLICY:

- A.1 In order to assist in defraying a portion of the direct costs, persons writing assessments administered by the King Edward Campus Assessment Centre will be charged an assessment fee.
- A.2 Assessment fees paid 1988 August 01 or thereafter will no longer be deductible from tuition fees. Assessment fees paid prior to 1988 August 01 will continue to be deductible from tuition fees up to one year following the date of the assessment fee receipt.
- A.3 Any student who is currently enrolled at King Edward Campus, and who is required by a department head/coordinator to take an assessment, will be charged an assessment fee.
- A.4 Candidates referred by agencies, such as the Employment Canada offices and the Ministry of Social Services and Housing, will be required to pay an assessment fee or to have the assessment fee paid on their behalf by the sponsoring agency.
- A.5 Deferral of an assessment fee may be considered in accordance with Policy No. 2.2.1.4.
- A.6 Waiver of an assessment fee may be considered for exceptional reasons and made in accordance with Policy No. 2.2.1.5.
- A.7 Assessment fees are for services rendered and are non-refundable!
- A.8 The King Edward Campus Assessment Centre will charge a fee for off-site assessment services at other College locations.
- A.9 Other off-site assessments may be offered at a fee.

PROCEDURES:

- B.1 An applicant for assessment will complete the appropriate application form for the desired assessment(s) and present the form, together with the required assessment fee, to the King Edward Campus cashier; the cashier will stamp the receipt for the amount paid.



- B.2 The applicant will take the assessment fee receipt to the Assessment Centre on the date of the assessment appointment; the assessment supervisor will sign and date the receipt and return a copy to the applicant.
- B.3 In cases of dire financial need such candidates may request an assessment fee deferral on a Fee Deferral Form. These forms are obtainable through the Counselling Department or the Department Head's office. The form should be completed with the assistance of a Department Head or delegate, or a Counsellor or delegate. The form must carry the recommendation and the signature of the appropriate Department Head or Counsellor. The Fee Deferral must be approved by the Dean of Instruction and Student Services or the Associate Dean of Student Services.
- B.4 A request for the waiver of an assessment fee must be initiated by a Department Head or Counsellor, and in accordance with Policy 2.2.1.5.
- B.5 The assessment fees will be determined annually and will be published in the King Edward Times. (The current assessment fees are attached hereto as Appendix "A").



Appendix "A"

KING EDWARD CAMPUS

SCHEDULE OF ASSESSMENT FEES \*

(Effective 1988 August 01)

Appendix to  
Policy No. 3.2.0.6

Reading	\$ 10
Writing	10
Mathematics	10
Typing	10
Typing (International Education)	20
Placement Test E.L.S.	10
Placement Test Vocational E.S.L.	5
English Language Assessment (E.L.A.) on site	30
E.L.A. on site (International Education)	45
E.L.A./Math @ Hong Kong	60
E.L.A. off site	50

\* The above schedule of assessment fees is subject to change.

1988 August 01



POSITION OPENINGS:

V.C.C./K.E.C. requires a Department Head - Automotive Mechanics.  
Closing date for applications is October 11, 1988.

V.C.C./K.E.C. requires a Coordinator I - Math/Science (BTSD). Closing  
date for applications is September 12, 1988.

V.C.C./Langara requires a Secretary III (Principal's Office). Closing  
date for applications is September 9, 1988.

V.C.C./K.E.C requires an Instructional Assistant I - Communications  
(BTSD). Closing date for applications is September 9, 1988.

V.C.C./K.E.C. requires a Part-Time Term Instructional Assistant I  
(BEST). Closing date for applications is September 9, 1988.

Lawrence Fast

**FOR BETTER OR FOR WORSE**

**By LYNN JOHNSTON**





