



ROYAL CANADIAN INSTITUTE OF INTERNATIONAL STUDIES

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cogito ergo sum

Welcome to RCIIS - Royal Canadian Institute of International Studies!

School Schedule:

Morning programs	9-1pm
Afternoon programs	2-4pm or 2-5pm*STAR program
Evening programs	5-9pm

In case of Fire / Emergency:

1. All students must follow the announcement to leave school immediately. All students must stick with their teacher, and leave the school in a prompt and safe manner.
2. Students should not take their bags and valuables, but leave immediately with the teacher.
3. Teachers and students will gather at the meeting place afterwards for a head count (In front/side of the TD bank).

***Fire / emergency escape plans will be displayed prominently throughout the school.**

Student Responsibilities Statement

1. Treat other students, faculty, staff, and other agents of the institute with mutual respect and dignity.
2. Not to harass others, sexually, verbally, or psychologically. Students shall not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation.
3. Follow the school rules and instructions
4. 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.

1. ACTIVITY WAIVER

RCIIS offers activities from time to time and are advertised on the blackboards near the main entrance.

1. I understand that all school activities may involve personal risk of injury or death.

2. I assume all risk and take responsibility for participating in the school activities. I will follow the rules of RCIIS. I release RCIIS from all claims, demands, actions, and liabilities whatsoever which I or anyone on my behalf had, now have, or may hereafter have for any reason in connection with my participations in school activities.

2. COLLECTION OF PERSONAL INFORMATION CONSENT

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

1. Maintain a file of your personal information including contact details in case of an emergency.
2. Collect statistics for the sole use of RCIIS's business development.
3. Communicate with an agent or third-party organization acting on a student's behalf in their country of origin.
4. Communicate with the Canadian federal government with regards to student attendance and/or proof of advancing in a program of study.
5. **Photos and Video:** 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, YouTube, etc.)

I hereby give consent to RCIIS to use and disclose my personal information for the purpose of conducting RCIIS business, as outlined in this document.

3. HEALTH INSURANCE

The Government of Canada does not pay for the medical costs for foreign students. The medical expenses for emergency, sudden illness or accident while studying in Canada could cause a fortune without adequate coverage.

Students are responsible to obtain and maintain medical insurance for the duration of your study.

I understand that the RCIIS recommends that all students have Health Insurance for the full duration of their stay in Canada. I also understand that the school health insurance plan can be purchased for \$2.50/day.

****4. ATTENDANCE POLICY**

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

1. There are only 3 absences (including sick days) allowed EACH SESSION. If a student knows in advance that they will be absent, they must get prior permission from the instructor and appropriate school counsellor **(still counted as absent)**
2. **After 3 absences students will not be eligible to receive certification from that course**
3. **IN class sickness will be dealt with at the teachers' discretion**
4. Every 2 days late (after 9 a.m. or 2 p.m.) = 1 absence.
5. Class begins at 9 a.m. or 2 p.m. sharp. If you arrive after 9 a.m. or after 2 p.m. it means you are late. If the student arrives more than 10 minutes late, the student will be unable to attend the class until the break time.

6. If you are absent from your program without written notice to the school administrator (room #24) for more than 5 consecutive days, you will 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.
7. Students may take one vacation throughout their time at RCIS. This vacation may be up to a maximum of four weeks. Academic students who take a vacation must be aware of their course starting and end dates, and plan their time accordingly. Any additional vacation time may be taken, but with an administration penalty of \$200.

5 .ENGLISH-ONLY POLICY

I understand that the Royal Canadian Institute of International Studies (RCIS) requires all students to **speak only in English while at school.**

ENGLISH ONLY means:

Students must speak English at all times while at RCIS and shall not be heard speaking their native language or any other language besides English.

If a language other than English is heard, the student shall be given a warning. Should this occur again, the student will be asked to leave RCIS for the remainder of the day and will be considered absent for the day.

6. SMOKING:

Smoking is NOT permitted anywhere inside or in front of the building.

7. DISPUTE RESOLUTION POLICY

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

8. 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.

9. STUDENT LIABILITY

Students are responsible for their own belongings on the school property. Any loss or damage should be immediately reported to the staff members or the Director.

10. ACADEMIC POLICY- PLAGIARISM / CHEATING

Honesty and fairness are expected to be upheld by students, staff and faculty of RCIS, which are considered fundamental values shared by all members.

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 "F" in the course where the offence occurred. You must see the School Administrator or Director for reinstatement.

11. CLEANLINESS

Students are highly encouraged to keep their surroundings clean and tidy in the school.

JOIN IN OUR FACEBOOK & INSTAGRAM



Become a “fan” of RCIS on Facebook and Instagram:

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

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



Please note: RCIS does not and will not retain or withhold an International Student' passport, Study Permit, or Similar document under any circumstance

I confirm that understand and accept ALL the above rules and policies and I commit to following and respecting these rules.

Name: _____
Signature: _____
Date (MM/DD/YY): _____ / _____ / _____