



## Orientation Package

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

### 1. 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. On the final afternoon of each session, there will be no afternoon classes.
8. Students may take one vacation\* throughout their time at RCIIS. 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.

\*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 extensions.

## **2. ENGLISH-ONLY POLICY**

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

ENGLISH ONLY means:

Students must speak English at all times while at RCIIS 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 RCIIS for the remainder of the day and will be considered absent for the day.

## **3. CERTIFICATION**

1. School certificates are not given out automatically. Students have to meet all course requirements and follow the school's attendance policy.
2. In order to receive a certificate, students must also fill out the proper request form and submit it to the school administrator.
3. Certificates will be ready within 1 week upon receiving the request form.

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

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

## **5. 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 Academic Director who will take further actions to remedy the situation.

## **6. 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. It is mandatory for our students to have health insurance while studying at RCIIS. Students must present proof of health insurance before beginning their studies.

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

## **7. SMOKING:**

Smoking is NOT permitted anywhere inside or in front of the building. RCIIS is a drug free environment; drugs and alcohol are prohibited.

## **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. CLEANLINESS**

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

## **10. 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.

## **11. 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.

## **12. ACTIVITY/ PROGRAM WAIVER**

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

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

*I assume all risks and take responsibility for participating in school activities and programs. I will follow the rules of RCIS. I release RCIS 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 participation.*

### **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.

**JOIN OUR FACEBOOK & INSTAGRAM**



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

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



**Please note: RCIIS 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): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Notice of College of Personal Information and Consent**  
**(Ontario Ministry of Advanced Education and Skills Development)**

International students seeking a study permit to attend a postsecondary learning institution in Ontario must attend a postsecondary institution designated by Ontario for the purposes of the Immigration and Refugee Protection Regulations (Canada). This is often referred to as the International Student Program ("ISP").

Under the ISP, private postsecondary institutions are designated by Ontario on an annual basis. As a result, private postsecondary institutions that wish to remain designated apply for designation annually.

At the time that you are asked to read and sign this document, you are (1) applying to be enrolled in an institution that is applying for designation for the first time, (2) applying to be enrolled in a designated institution, or (3) enrolled in a designated institution. If you are enrolled in an institution that is currently designated, the institution may be applying for further designation annually.

When reviewing an institution's application for designation under the ISP, Ontario's Ministry of Training, Colleges and Universities (the "Ministry") conducts a site assessment to verify the information in the institution's application with respect to its educational policies and procedures. The Ministry may also monitor institutions that are designated to determine whether those institutions are complying with the terms and conditions of designation.

As part of the site assessment and the Ministry's ongoing monitoring of designated institutions, the Ministry reviews a representative sample of student and prospective student records, such as student and prospective student contracts, registration forms, records of enrolment, documents pertaining to academic assessment and progress, and other documents contained in the student or prospective student file. The Ministry also may need to make copies of student and prospective student records in order to complete its review of the institution's (1) application for designation or (2) ongoing compliance with the terms and conditions of designation.

Your consent is requested to allow the Ministry to access the personal information you have provided to the institution that may be contained in your student records. Without your consent, the Ministry cannot access your records as may be required in order to assess the institution's application for designation or ongoing compliance with designation conditions.

The Ministry collects and uses this information under the authority of ss. 38(2) and 39(1)(a) of the Freedom of Information and Protection of Privacy Act and the Immigration and Refugee Protection Act (Canada) and its Regulations. Questions about the collection, use and disclosure of this information may be addressed to:

**Manager, Operations and Projects Unit**  
**Private Career Colleges Branch**  
**Ministry of Advanced Education and Skills Development**  
**77 Wellesley Street West, P.O. Box 977**  
**Toronto, Ontario M7A 1N3**  
**416-314-0500 or [ISP@ontario.ca](mailto:ISP@ontario.ca)**

**CONSENT**

By signing below, I hereby consent to: (check boxes that apply)

- the Ministry's collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution's current and future applications for designation under the International Student Program
  
- the Ministry's collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution's ongoing compliance with the terms and conditions of designation, if it is designated by Ontario

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For students under 16 years of age, the parent or guardian must also sign:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_