Canadian College of Performing Arts
2026-2027 Policy Manual
Updated August 2026

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CANADIAN COLLEGE of PERFORMING ARTS

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Policy Review

Policies will be reviewed periodically and amended as necessary to remain consistent with applicable legislation, PTIRU requirements, other College policies, and emerging best practices in student safety, education, and performing arts training or production.

Any member of our community requiring clarification about this policy should consult the director of education or managing director.

Academic Honesty Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 1 2025
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College) has a zero-tolerance policy for offences such as plagiarism and cheating. Penalties for dealing with such offences will be strictly enforced.

Plagiarism

Plagiarism is using another person's ideas and words as your own when, in fact, it is not. Students are required to cite all references (Harvard Style) including web resources and use of AI.

Most commonly plagiarism exists when:

- The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (including AI)
- Parts of the work (e.g. sentences, or ideas through paraphrase) are taken from another source without reference to the original author
- A student submits or presents work in one course which has also been submitted or presented in another course (although it may be completely original with that student) without the knowledge or prior agreement of the instructor
- Collusion: two students handing in the same work without prior agreement of the instructor

To avoid plagiarism:

- Reference all ideas or words that are not your own using the Harvard reference style

- Confirm permitted use of AI resources from your instructor and reference appropriately

Academic Honesty Agreement Statement:

This statement must be included in with all submissions requiring research (e.g. essays, reports, academic presentations):

"I affirm that the writing in this assignment is my own, and that borrowed ideas and quotations have been identified and cited."

Cheating

Cheating includes, but is not limited to, dishonest or attempted dishonest conduct such as accessing digital information while an exam is being written or bringing any textbook, notebook, or memoranda not authorized by the examiner into the examination room.

Procedure for Academic Dishonesty

1. The instructor will report the violation to the director of education with clear evidence of the misappropriation.
2. If the violation is proven and agreed with the director of education, the following consequences may apply:
    a. Exam/assignment retake for pass marks only
    b. The original submission is recorded as a failed submission
3. A second violation of the **Academic Honesty Policy** is grounds for immediate dismissal from the program.

Any form of academic dishonesty must be reported to the director of education. Students found guilty of academic dishonesty will be subject to penalties which may result in dismissal from the program.

Please refer to the **Student Code of Conduct** and **Dismissal Policy** for further details.

Admissions Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 2026
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College) is committed to providing accurate information and guidance to prospective students to ensure they make informed decisions about their program of study. Canadian College of Performing Arts' admission requirements are well publicized and applied consistently. Entry assessment tools and admission requirements ensure students have the required language competencies (**see Language Proficiency Assessment Policy**), and the basic knowledge, skills, and abilities to achieve program outcomes. Admission requirements may not be waived by either the student or the institution.

Students are provided with all policies and student handbooks before entering into a student enrolment contract.

If a student wishes to appeal the decision rendered by the admissions panel regarding their application to a CCPA program, they must write a letter directly to the admissions panel, stating the reason(s) for appealing the decision. This letter must be delivered to the registrar within three (3) days of the applicant having received notice of their application status. Students may not involve faculty in the admissions appeal process.

At least two members of the admissions review panel and one department chair will confer within two (2) weeks. They will review the students' letter of appeal, original application, notes taken during the audition process, and all relevant information. The admissions review panel may request to speak to various faculty members and/or to the applicant. They will then respond to the applicant in writing within four (4) weeks of the appeal letter having been received. Faculty will refer all discussions on the matter directly to the admissions review panel. The panel's decision is final.

Performing Arts Certificate Program Admissions Requirements:

Student admissions are based upon the following:

- A completed application form and audition fee.
- A graded audition in person or on video per the admission requirements posted on the CCPA website (ccpacanada.com).
- Official transcript of grades of the student's most recent level of education.
- Up-to-date theatre resume and headshot (or other 8 x 10 current photo).
- An interview, which includes discussion about the career goals of the applicant
- Reference letter from two industry professionals or a university degree in a relevant field of study.
- All applicants must have a high school diploma or equivalent, or must be over the age of 19 and able to demonstrate they possess the maturity and ability to successfully complete the program. Previous training in at least one of the three disciplines of acting, dancing, and singing is beneficial. They must demonstrate their interest in pursuing training in all four categories offered at the College: acting, dance, voice, and arts administration; and must demonstrate their ability to understand instruction in the English language per the **Language Proficiency Assessment Policy**.

Performing Arts Diploma Program Admissions Requirements:

Student admissions are based upon the following:

- A completed application form and audition fee.
- A graded audition in person or on video per the admission requirements posted on the CCPA website (ccpacanada.com).
- Official transcript of grades of the student's most recent level of education.
- Up-to-date theatre resume and headshot (or other 8 x 10 current photo).
- An interview, which includes discussion about the career goals of the applicant.

- All applicants must have a high school diploma or equivalent, or must be over the age of 19 and able to demonstrate they possess the maturity and ability to successfully complete the program. Previous training in at least one of the three disciplines of acting, dancing, and singing is beneficial. They must demonstrate their interest in pursuing training in all four categories offered at the College: acting, dance, voice, and arts administration; and must demonstrate their ability to understand instruction in the English language per the **Language Proficiency Assessment Policy**.

Applied Performing Arts Certificate (Studio Ensemble) Program Admissions Requirements:

In order to be considered for the Studio Ensemble program, the applicant must:

- Have successfully completed one of the following:
    - the two-year CCPA Performing Arts Diploma Program
    - the one-year CCPA Performing Arts Certificate Program
    - a bachelor's degree in a discipline of the performing arts
    - or several years of demonstrable early career industry experience
- Present a 2-3 minute audition; material chosen by the applicant to show vocal and acting ability, and any specific talent or skills the applicant would like to show that demonstrates individual talent.
- Interview with the Audition Panel. The audition will be conducted by a panel of Canadian College of Performing Arts Faculty and/or Directors. Guests may be invited to the panel.
    - The applicant's demonstrated ability to contribute to the full range of duties required for cooperative production, professionalism, and teamwork during their prior studies in a Canadian College of Performing Arts Program will be taken into consideration as well as the casting requirements for the productions proposed for the specific program year.

Assessment Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2022
Implementation Date

December 10 2025
Date of Last Revision

Policy:

The following regulations apply to all assessments.

Submission of Assessed Work

- Dates, times, and format for submission of assessed work will be published in the course syllabus.
- Work submitted up to seven (7) days after the submission date will be accepted, but the grade for passing work will be capped at 70%. This regulation applies to the initial submission deadline at the first attempt only. Re-assessed work, or work where the deadline has been deferred as a result of extenuating circumstances, must be submitted by the new deadline set by the course instructor or director of education.

Missed Exam/Evaluation

If a student misses a class where the instructor is conducting a marked practical evaluation or exam, it is the responsibility of the student to contact the instructor within 3 days to agree a mutual time for evaluation outside of normal class time. This assessment will be for pass marks only' (70%).

Written evaluation work must be submitted in the format requested by the instructor within seven (7) days of the original deadline for the work to be marked for 'pass marks only' (70%).

If the student fails to communicate and/or submit within seven (7) days of the original submission deadline, they will receive a failing mark for that assignment/evaluation.

Extenuating Circumstances for Missed Exam/Evaluation

Permission for assessment without penalty is subject to the student being in good standing; having attended the course well; having completed all course related assignments and having received passing marks in all coursework. A student will be permitted a submission extension under the following circumstances:

in the event of illness or significant injury preventing a physical assessment task, verified with a practitioner-certified absence note (medical note)

in the event of the death of an immediate family member

if the student had completed an "Absentee Request Form", declaring that the requested absence would cause them to miss an exam/evaluation, and has received prior written permission to be excused from the director of education

Application Procedure for Extension due to Extenuating Circumstances

- Student applies for an extension by emailing the director of education and cc the registrar with evidential document(s) within three (3) days of the original evaluation/exam. Request for re-evaluation without penalty must be accompanied by evidence documentation (eg practitioner-certified absence note).
- The director of education will assess the request and evidence documentation and discuss with the course instructor. A response will be sent to the student within five (5) working days.
- Once approved, the student will receive instructions for the new submission date set within three (3) teaching weeks of the original exam/evaluation date, and offer any additional assessment details (if change is required).
- The registrar will be copied on all written correspondence.

Failed Exam/Evaluation

A student who fails an exam/evaluation will be given an opportunity to re-take that exam/evaluation for pass marks only (capped at 70%) if the following conditions apply:

- permission is granted by the director of education and course instructor.

- the student must have attended classes regularly.

A re-write/re-evaluation fee of $75.00 per exam/evaluation will apply in order to cover the cost of having an instructor prepare and administer any exam/evaluation. If the student requires any additional tutoring to prepare for any re-take of the exam/evaluation, it must be paid for at the student's own expense.

Procedure for Failed Exam/Evaluation

1. Student sends a written request for a re-test to the course instructor and director of education in writing within 3 days of receiving the grade.
2. The instructor and director of education will confer. A response to the student will be sent within 3 working days of receiving the request and will notify the student and Registrar's Office of the agreed re-test date.
3. If the request is approved, the student must submit a $75.00 re-write/re-evaluation fee to the Registrar's Office prior to the test being re-written.
4. The Registrar's Office will confirm with the instructor when the fee has been paid.

Deferral Policy

Staff & Students
Position(s) Responsible

August 1 2018
Implementation Date

August 2026
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College), operated by the Canadian Heritage Arts Society (CHAS or the Society), recognizes that circumstances may arise that prevent an applicant or current student from beginning or continuing their studies as planned. A deferral may provide an opportunity for an applicant or student to postpone their participation in the program and return with the next available intake.

Students enrolled in a program at the College may request a deferral as an alternative to withdrawal. A deferral is discretionary and will be considered on a case-by-case basis. A deferral does not limit or replace a student's right to voluntarily withdraw from the program in accordance with the **Withdrawal Policy**, **Tuition and Fee Policy**, the student's enrolment contract, and applicable regulatory requirements.

Applicants (not enrolled/registered)

An applicant who has been accepted for admission but has not entered into a student enrolment contract is not considered enrolled in the program.

An accepted applicant may request that their admission be deferred to the next available intake. Requests must be made in writing to the registrar and will be considered on a case-by-case basis.

Where a deferral of an admission offer is approved, CCPA will confirm the terms of the deferral in writing, including any applicable conditions, deadlines, fees, deposits, or requirements for confirming the applicant's place in the program.

Where an admission offer is not deferred, expires, or is declined by the applicant, the applicant may be required to reapply and/or audition in accordance with CCPA's admissions requirements.

Current Students (enrolled/registered in program)

A current student who has entered into a student enrolment contract may request a deferral before or during term 1 (September through December) by providing written notice to the Registrar.

Under certain circumstances, including significant injury, illness, bereavement, or other circumstances that substantially affect a student's ability to continue their studies, a student may request a deferral during term 2 (January through May).

A term 2 deferral request must be submitted in writing to the College directors and should explain the circumstances supporting the request. They may request reasonable information necessary to assess the request. The College will consider requests fairly and on a case-by-case basis.

A student may voluntarily withdraw from the program at any time in accordance with the **Withdrawal Policy**. A student's decision to request or accept a deferral does not remove or limit any applicable rights to withdraw or receive a tuition refund under the **Tuition and Fee Policy**, the student's enrolment contract, or applicable regulatory requirements.

Deferral Period

A deferral is normally granted only to the next available intake, which is generally the September intake of the following academic year.

During the deferral period, the student is not participating in the program unless otherwise agreed in writing by CCPA.

Students are encouraged to maintain their skills and connection to their training during the deferral period where appropriate and feasible. CCPA will not require a student to undertake training or coursework during a period in which they are not enrolled unless this is expressly agreed to in writing as part of the deferral arrangement.

Deferral Obligations

Where a deferral is approved, the applicant or student may be required to:

1. Confirm acceptance of the deferral in writing by the deadline specified by CCPA.

2. Enter into a new or amended student enrolment contract, as applicable, for the intake into which the student is deferring.

3. Pay any applicable registration fee, tuition deposit, or other amount required under the applicable enrolment contract and Tuition and Fee Policy.

4. Meet with the director of education or designate, where requested, before returning to the program to discuss readiness to participate and any academic, accessibility, accommodation, or other supports that may be required.

5. Satisfy any other reasonable conditions identified in the written confirmation of deferral.

Any financial arrangements associated with a deferral will be administered in accordance with the student's enrolment contract, the **Tuition and Fee Policy**, and applicable regulatory requirements. CHAS will provide the student with written confirmation of how any tuition, deposits, or other amounts already paid will be treated.

Return to the Program

A deferred student will normally return at the beginning of the academic year into which the deferral was granted.

Before returning, the student may be required to confirm their intention to return by the deadline communicated by CCPA and complete any required enrolment documentation.

Where circumstances affecting a student's ability to participate continue, CCPA may work with the student to determine whether an appropriate accommodation, further deferral, leave, or withdrawal process is applicable.

CCPA will consider accommodation requests in accordance with applicable law and College policies.

Academic Credit and Prior Learning

A deferral does not automatically guarantee that coursework completed before the deferral will be credited toward the student's subsequent program year.

Students will be required to complete all academic, performance, attendance, and other graduation requirements applicable to the program and intake into which they return, subject to any approved transfer credit or prior learning assessment.

Any credit for coursework, prior learning, or skills demonstrated before or during a deferral will be determined in accordance with CCPA's academic requirements and **Prior Learning Assessment and Credit Transfer Policy**, as applicable.

Failure to Return

A student who does not confirm their intention to return, does not complete required enrolment documentation, or does not return to the program at the agreed time may be considered to have withdrawn from the program.

Where a student is considered withdrawn, CCPA will process the withdrawal in accordance with the **Withdrawal Policy, Tuition and Fee Policy**, the student's enrolment contract, and applicable regulatory requirements.

Student Records and Reporting

CCPA will maintain documentation relating to approved deferrals in the student's record and will complete any required regulatory reporting in accordance with applicable requirements.

A deferral will not be used to circumvent applicable requirements relating to student withdrawal, tuition refunds, enrolment contracts, student records, or regulatory reporting.

Digital Code of Conduct Policy: I.T. Internet, Social Media, & Content Capture

Staff, Faculty, & Students
Position(s) Responsible

August 18 2018
Implementation Date

August 2026
Date of Last Revision

Policy

The Canadian College of Performing Arts (CCPA or the College), operated by the Canadian Heritage Arts Society (CHAS or the Society), encourages the responsible use of technology, the internet, social media, photography, video, and other digital media.

These tools are an important part of performing arts education and are used for learning, communication, artistic work, production documentation, promotion, and sharing the CHAS/CCPA experience.

This policy applies to all technology and digital platforms, as well as personal devices and social media, when they are connected to CHAS and/or CCPA, its programs, productions, or activities.

All members of the CHAS/CCPA community are expected to use technology and digital media responsibly and to respect the privacy, safety and dignity of others.

Acceptable Use

Students, staff, faculty and other members of the CHAS/CCPA community must not:

- Use another person's account or password without permission
- Access, change, delete or share information without authorization
- Damage or interfere with organizational technology or systems
- Upload malware or other harmful software
- Use technology to harass, bully, threaten, discriminate against or sexually harass another person

- Share another person's private or confidential information without authorization
- Record or share private communications, meetings, classes, or activities without appropriate permission
- Share intimate or sexually explicit images or recordings of another person without consent
- Infringe copyright or other intellectual property rights
- Use College technology or digital media in a way that violates College policy or the law

CCPA recognizes that performing arts education may include mature, controversial, political, religious, sexual or otherwise challenging material. Artistic or educational use of such material is not, by itself, a violation of this policy.

Privacy

CCPA is committed to protecting personal information in accordance with the Personal Information Protection Act (PIPA) and other applicable privacy requirements.

Personal information, photographs, video, audio recordings, student work, and other identifiable information will only be collected, used, stored, or shared for legitimate College purposes, as authorized by this policy, the applicable consent, College policies or applicable law.

Copyright and Intellectual Property

Members of the College community must respect copyright and other intellectual property rights.

Course materials, scripts, scores, choreography, recordings, designs, photographs, teaching materials, assessments, software, written work, and other creative or educational materials must not be copied, distributed, uploaded, or otherwise used outside the permissions provided by the creator, rights holder, College, or applicable licence.

Students should not assume that because they personally created a photograph or video they automatically have unrestricted rights to publish the performance, choreography, music, script, design, or other creative work contained within it.

The College may decline to publish material where appropriate permissions or licences cannot be established.

Consent to Photography, Video, and Audio

Photography, video and audio recording are a normal part of performing arts training and production. CHAS and/or CCPA may capture content during:

- classes and workshops
- rehearsals
- performances and productions
- production activities
- events and student activities
- promotional activities
- media calls and photo sessions
- other College activities

At the start of each academic year, students will be asked to complete a **Video and Photography Release and Social Media Posting form**.

The consent will cover routine College purposes, including:

- education and learning
- production and rehearsal documentation
- archives and college history
- the CCPA and CHAS websites, social media, and other digital media sources
- marketing and communications
- student recruitment

- fundraising and alumni communications
- promotion of CCPA or CHAS productions and activities

Students may appear individually or as part of a group. CCPA may edit, crop, caption or otherwise adapt content for these purposes.

Sensitive or Restricted Content

Recording and photography are not permitted in places where people have a reasonable expectation of privacy, including washrooms and changing areas, except where specifically authorized for a legitimate College purpose and with appropriate safeguards in place.

No member of the CHAS/CCPA community may independently photograph or record another person who is nude or semi-nude. Particular care must be taken when recording:

- costume fittings
- nudity or partial nudity
- intimate scenes
- sensitive personal information
- other private or vulnerable situations

Content Capture

For the purposes of this policy, content capture can generally be divided into two categories:

Student Life: Imagery from around the building, between breaks, social activities and ordinary student life.

Process, Rehearsal, and Production: Imagery documenting the creation of a production or other artistic work, including choreography, costume, set design, direction, acting, singing, musical direction, and technical work.

Both categories may have value as archival material documenting the student experience and the artistic process at CHAS/CCPA.

Student Life Content

Students are encouraged to capture and celebrate their experiences at the College. Student life content may be shared through personal channels provided that:

- the capture does not disrupt classes, rehearsals, productions or other College activities
- individuals who are identifiable in the content have given appropriate permission for the intended use
- the content does not disclose confidential or personal information
- the content does not contain unauthorized intimate, nude or semi-nude imagery
- the content does not intentionally embarrass, harass or harm another person
- all other College policies are followed

Process / Rehearsal Content

Students may capture photographs and recordings of the creative process when this does not interfere with classes, rehearsals, or productions. An instructor, director, faculty member, choreographer, or stage manager may restrict or stop recording when necessary for:

- safety
- concentration
- learning
- privacy
- artistic reasons
- confidentiality
- production requirements

Production Content

When the College captures official or formal recordings, including media calls, dress rehearsals, promotional shoots, or other planned recording activities, the College will endeavour to provide twenty-four (24) hours' notice so that the activity can be incorporated into the daily schedule and participants have adequate time to prepare. Advance notice may not always be possible where circumstances require immediate or spontaneous documentation.

Formal College recording is covered by the contractual consent provided through the applicable enrolment or employment agreement, subject to this policy and applicable law. Where additional consent or authorization is legally required, the College will obtain it.

Students, staff, and other community members must follow reasonable directions about when and how production content may be recorded or shared. This may include restrictions on:

- unreleased photographs or video
- costume and set reveals
- choreography
- scripts and scores
- unreleased music
- technical designs
- production concepts
- promotional material

Restrictions should be clearly communicated and used only for legitimate artistic, contractual, privacy, copyright, safety, or operational reasons. No student-created content may be captured during a performance unless specifically authorized.

Official Channels

Videos and photography may be published through official CCPA channels, including the CHAS/CCPA website and official social media accounts. The

communications department is responsible for determining whether submitted content is appropriate for official College use.

There is no guarantee that content submitted to the College will be published or that it will be published in chronological order. CHAS/CCPA may select, edit, crop, caption, sequence, or otherwise adapt submitted content for legitimate editorial and communications purposes, subject to applicable permissions and rights.

Sharing Official CCPA Content

All students, staff, faculty and guest artists are encouraged to share and repost official CHAS/CCPA content. When sharing official content, individuals should use the original or official post where reasonably possible and retain appropriate credits. Individuals must not materially alter official content in a way that misrepresents the College, the production or another individual.

Social Media

Social media includes, but is not limited to, Facebook, Instagram, TikTok, YouTube, LinkedIn, X, Reddit, blogs, podcasts, discussion forums, messaging platforms, and other online services.

CHAS/CCPA respects the right of members of its community to maintain personal social media accounts and express personal opinions. Individuals should make clear when they are expressing personal views rather than speaking on behalf of CHAS/CCPA. Only individuals authorized by the College may speak officially on behalf of CHAS or CCPA or publish through official College accounts.

Representing the College

When communicating via social media, members of the College community are expected to treat the College, its work and their colleagues with the same respect expected in the physical College environment.

Individuals must not represent themselves as an official spokesperson for CHAS or CCPA unless authorized to do so.

Use of the College's logo, official graphics, artwork, or other branding on personal social media requires appropriate authorization and must comply with approved branding guidelines.

Personal Interactions on Social Media

The College encourages students, staff and faculty to use discretion and judgement in their online interactions, recognizing that personal and professional boundaries can easily be crossed.

Members of the College community should:

- respect other people's privacy
- obtain appropriate permission before posting identifiable images or content involving others
- respect a request from another individual not to share their image or personal information where reasonably possible
- maintain professional boundaries in digital communication

Staff, faculty, and guest artists must follow the requirements of the **Physical Contact, Relationships & Professional Boundaries Policy** when communicating with students through social media, texting, email, or other digital platforms.

Private digital communication must not be used to establish or maintain inappropriate or exploitative relationships with students.

Digital Learning and Participation

All members of the College community are expected to participate appropriately in digital components of the learning program.

Students are expected to complete assignments and digital activities in a timely and thorough manner.

Where off-site internet services or technology are required for full participation, students are responsible for obtaining access unless the College has indicated otherwise or an accommodation applies. For the avoidance of doubt, CCPA does not currently offer online teaching. If necessary, CCPA will make reasonable efforts to communicate material technology requirements and provide reasonable alternatives or support where appropriate.

Artificial Intelligence and Third-Party Platforms

CCPA may use third-party digital platforms for teaching, communication, production and administration. Users must follow the terms and conditions of those platforms as well as College policies.

Personal, confidential or sensitive information must not be entered into third-party artificial intelligence, transcription, image-generation, cloud storage, or other digital services unless the use has been authorized by the College and is consistent with applicable privacy and intellectual property requirements.

Students must follow course-specific requirements concerning the use of generative artificial intelligence. Unauthorized use of AI to complete assessed work may constitute academic misconduct.

Accessibility

CCPA is committed to ensuring that digital learning and communication are accessible to the extent reasonably possible. Digital communications should use accessible formats and practices wherever reasonably possible.

Students requiring an accommodation related to digital learning, communication, recording or technology should contact the student support coordinator.

Virtual Auditing of In-Person Classes

Where classes are recorded for students who are required to be absent, recordings will be made available only for the educational purpose for which they were created.

Students may view recordings but may not share, distribute, reproduce, publish, screenshot or otherwise communicate the recordings to another person without specific authorization. Faculty members may not distribute class recordings outside the authorized educational purpose without appropriate permission.

Class recordings will be retained only for as long as reasonably necessary for the stated purpose and in accordance with the College's privacy and records-retention practices.

The College will take reasonable steps to protect the privacy of students and the intellectual property of the College and faculty.

Dispute Resolution Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 2026
Date of Last Revision

Policy:

The Canadian Heritage Arts Society (CHAS or the Society), owning and operating the Canadian College of Performing Arts (CCPA or the College), is committed to open communication, respectful relationships, and the fair and timely resolution of concerns. The College recognizes that concerns and disagreements may arise within a performing arts training environment and is committed to addressing them in a manner that is respectful, equitable, impartial, and appropriate to the circumstances.

The College encourages early and constructive resolutions of concerns wherever possible. However, a student is not required to attempt an informal resolution before making a formal complaint, particularly where the student does not feel safe doing so, where there is a significant power imbalance, or where the nature of the concern makes informal resolution inappropriate.

This policy governs complaints made by students concerning CCPA or any aspect of its operations, including instruction, assessment, artistic or educational programming, faculty and staff conduct, facilities, administration, student treatment, and the application of College policies and procedures.

The College prohibits retaliation against a student who makes a complaint or participates in a complaint process in good faith.

Informal Resolution

Where appropriate and where the student feels comfortable doing so, students are encouraged to raise concerns directly with the person involved. Support can be offered from a student representative, faculty member, staff member, or other appropriate person in determining how best to address a concern.

Informal resolution may include discussion, clarification, mediation, facilitated conversation, or another mutually acceptable approach.

A student is not expected to raise a concern directly with the individual involved where:

- there is a significant power imbalance
- the student does not feel safe doing so
- the concern involves harassment, discrimination, sexual misconduct, violence, threats, or serious misconduct
- the individual involved has significant authority over the student
- direct resolution would otherwise be inappropriate

A student may proceed directly to the formal complaint process at any time.

Informal resolution will not be used where the nature or seriousness of the matter requires a formal investigation or where an informal process would compromise the safety, rights, or procedural fairness of any person involved.

Formal Complaint

Where informal resolution is not possible, or where a student chooses to proceed directly to a formal process, the student can make a formal complaint. A formal complaint must be submitted **in writing**.

The complaint should provide sufficient information for the College to understand and investigate the concern, including, where applicable:

- the nature of the complaint
- the dates, locations, and individuals involved
- relevant supporting information or documentation
- any steps already taken to resolve the matter
- the outcome or resolution being sought

Submitting a Formal Complaint

- Student complaints should be submitted to the director of education at education@ccpacanada.com.

- Where the complaint concerns the director of education, or the director is unavailable or has a conflict of interest, the complaint should be submitted to the managing director at confidential@ccpacanada.com.
- For administrative, facility, or operational matters, a student may submit the complaint directly to the managing director.

If a student feels it is inappropriate to discuss an issue with one of the College Directors because of the nature of the complaint, a conflict of interest, a power imbalance, or another relevant circumstance, the student can request to speak to the **Secretary of the Canadian Heritage Arts Society's (CHAS) Board of Governors, who sits as the Chair of the Dispute and Resolution Committee**. The College Directors will be notified that a complaint has been made where appropriate and consistent with the College's obligations regarding confidentiality and privacy.

The College will acknowledge receipt of a formal complaint and advise the student of the process and anticipated timeline.

Impartiality, Conflicts of Interest, and College Structure

CCPA recognizes that the number of staff members available to receive, investigate, and determine complaints may be limited. The College will nevertheless take reasonable steps to ensure that complaints are addressed by individuals who are impartial and able to participate fairly in the process.

A person will not investigate or make a determination about a complaint where they:

- are the subject of the complaint
- were directly involved in the circumstances giving rise to the complaint
- have an actual or reasonably perceived conflict of interest
- cannot reasonably be considered impartial in the circumstances

Where reasonably practicable, CCPA will separate the functions of receiving a complaint, investigating the matter, and making the determination.

For student complaints and dispute resolution, the director of education will be the individual making a determination; and therefore may delegate investigation to a colleague or undertake it themselves.

However, where the size or structure of the College makes complete separation impracticable, one person may perform more than one function, provided that the person:

- is impartial
- has not been directly involved in the circumstances giving rise to the complaint
- has no actual or reasonably perceived conflict of interest
- can reasonably carry out the function fairly

The College will not require unnecessary separation of roles where doing so would create unreasonable delay or prevent the College from meeting its obligations under this policy. Where the circumstances permit, a person other than the investigator will make the final determination. However, the absence of a separate decision-maker will not, by itself, invalidate the process where the decision-maker is otherwise impartial and the process has been conducted fairly.

Where the director of education is unavailable, named in the complaint, or otherwise unable to act impartially, the managing director will assume responsibility for the complaint. Where the managing director is unavailable, named in the complaint, involved in the original determination, or otherwise unable to act impartially, the matter will be referred to the Secretary of the CHAS Board, acting as Chair of the Dispute and Resolution Committee.

Where, because of the nature or circumstances of a complaint, no College staff member can reasonably be considered sufficiently independent or impartial to investigate or determine the matter, the College may appoint an independent third party. The College may also appoint an independent third party where:

- the matter is particularly serious or complex
- the complaint involves multiple members of senior College personnel
- there is a significant actual or perceived conflict of interest

- the internal team cannot reasonably provide sufficient impartiality
- external independence would reasonably support the fairness or integrity of the process

The College will bear the cost of an independent third-party investigation or reconsideration.

Where the person normally responsible for a complaint is unavailable, has a conflict of interest, or cannot reasonably complete the process within the applicable timeframe, responsibility will be reassigned to another appropriate and impartial person without unnecessary delay.

The College will ensure that the limited number of personnel available to administer complaints does not prevent a student from accessing the complaint process or receiving a determination within the applicable PTIRU timeframe.

Investigation and Initial Determination

The person receiving the complaint will conduct an initial assessment and determine the appropriate process.

Depending on the nature of the complaint, the College may:

- assess the complaint in relation to applicable policies and procedures
- review relevant documents, communications, or records
- refer the complaint and subsequent investigation to a colleague to take forward
- meet with the student
- meet with the person or persons involved
- speak with witnesses
- request additional information
- implement appropriate interim measures
- facilitate an appropriate resolution between the parties
- initiate a formal investigation

The process will be proportionate to the nature and seriousness of the complaint.

Investigation

Where a formal investigation is required, the investigator will establish the scope of the investigation, identify the relevant allegations or concerns, and determine the information and evidence that should be considered.

The investigation may include:

- interviewing the complainant, the respondent, and/or relevant witnesses
- reviewing relevant:
    - policies, procedures, agreements, or instructions
    - written and electronic communications
    - attendance, class, rehearsal, production, or other relevant records
    - other relevant documentation or evidence
- requesting additional information from the individuals involved in the complaint

The investigator may modify the scope of the investigation where relevant information emerges during the process. The process will be proportionate to the nature and seriousness of the complaint.

A complaint or allegation does not, by itself, establish that misconduct has occurred.

Opportunity to Respond

Students and other parties involved will be given a reasonable opportunity to provide relevant information and respond to material allegations or information that may affect the outcome.

Where allegations have been made concerning a respondent, the respondent will be informed of the nature of the allegations in sufficient detail to allow a meaningful response.

The respondent will be given an opportunity to:

- provide their account of events
- respond to the allegations
- identify relevant witnesses or evidence
- provide relevant contextual information
- raise concerns about the investigation process

Where significant new information arises that may materially affect the findings, the affected individual will generally be provided with a reasonable opportunity to respond before the investigation is concluded.

Assessment of Evidence

The investigator will consider the information gathered during the investigation and determine what facts can reasonably be established.

The investigator may consider:

- whether information is based on first-hand knowledge
- consistency between accounts and other evidence
- corroborating or contradictory information
- the reliability and relevance of witness information
- the circumstances in which information was provided
- relevant contextual factors and power imbalances
- reasonable explanations for inconsistencies or discrepancies
- other information relevant to the matter

Where a determination requires a finding about whether a College policy or standard has been breached, the College will generally apply the balance of probabilities standard, unless another standard is required by law or a specific College policy.

Findings

The investigation may result in findings that:

- **Substantiate** the complaint or allegation
- **Partially substantiate** the complaint or allegation
- **Do not substantiate** the complaint or allegation
- **Are unable to be determined** because there is insufficient reliable information to make a finding

A finding that a complaint is not substantiated does not, on its own, mean that the complaint was made in bad faith.

Complaints That Also Raise Disciplinary Concerns

A student complaint may identify conduct that raises a separate concern about whether a student or other member of the College community has breached the **Code of Conduct** or another College policy. Where this occurs, CCPA may investigate the complaint and potential misconduct concurrently where the matters arise from the same circumstances.

The College will distinguish between:

- **the determination of the student's complaint**, including whether the student's concern is substantiated and whether CCPA or a member of its community failed to meet an applicable standard; and
- **a disciplinary finding**, including whether an individual breached a College policy, **Code of Conduct**, agreement, or other applicable standard.

Where disciplinary action may be appropriate, the respondent will be provided with a reasonable opportunity to respond before a disciplinary decision is made. The disciplinary response will be determined in accordance with the applicable College policy. A disciplinary investigation or process will not delay the College's obligation to provide a final written determination of a formal student complaint within the applicable PTIRU timeframe.

Disciplinary Response

Where an investigation establishes that an individual has breached a College policy, **Code of Conduct**, agreement, or other applicable standard, the matter may proceed to a disciplinary decision under the applicable policy.

The College will consider the circumstances of the matter, including:

- the nature and seriousness of the conduct
- the impact on others or the College community
- whether the conduct was intentional
- whether there was an abuse of authority or power
- the frequency or duration of the conduct
- whether the individual accepted responsibility
- relevant mitigating or aggravating circumstances
- previous relevant disciplinary findings, where appropriate
- consistency with the College's response to similar matters

Disciplinary or corrective responses may include:

- education, training, coaching, or documented direction
- written expectations and/or written warnings
- conduct or behavioural agreements
- probation
- restrictions on participation in College activities
- removal from a class, rehearsal, production, or activity
- suspension
- dismissal
- other measures authorized by the applicable College policy

The College is not required to use progressive discipline in every circumstance. Serious misconduct may warrant significant disciplinary action even where there is no previous disciplinary history. Where disciplinary action may result in dismissal from the College or an approved program, the **Student Dismissal Policy** will apply.

Interim Measures

Where appropriate, the College may implement interim measures while a complaint or investigation is underway to protect the safety, wellbeing, privacy, academic progress, or ability of individuals to participate in the College community.

Interim measures may include changes to:

- classes, rehearsals, productions, or other activities
- reporting or supervisory relationships
- communication arrangements
- access to College spaces
- participation in specific activities
- other arrangements reasonably necessary in the circumstances

Interim measures are not findings of wrongdoing and will not be treated as disciplinary findings.

The College will seek to ensure that interim measures do not unnecessarily disadvantage any individual involved.

Written Determination

A formal student complaint must be finally resolved and a written decision provided to the student within 30 calendar days of the date the formal complaint was made, in accordance with the requirements of the Private Training Institutions Regulatory Unit (PTIRU).

The written decision will include:

- the determination
- the reasons for the determination

- any actions or remedies arising from the decision
- where applicable, information about the student's right to seek reconsideration or other available avenues of complaint

Where a related disciplinary process continues beyond the 30-day timeframe, the College will nevertheless provide the student with the required written determination of their complaint within the applicable timeframe.

The continuation of a separate disciplinary process will not prevent the College from complying with its obligations under this policy.

Reconsideration or Appeal

If a student is dissatisfied with the initial determination, the student may request reconsideration in writing. A request for reconsideration should identify the grounds for the request, which may include:

- relevant information that was not reasonably available during the original process
- a significant procedural error
- an actual or reasonably perceived conflict of interest
- concerns about the impartiality of the decision-maker
- other substantial grounds demonstrating that reconsideration is warranted

Reconsideration will be conducted by a person who was not responsible for the original determination and who has no conflict of interest. The managing director will normally be responsible for reconsideration where the managing director was not involved in the original determination and has no conflict of interest.

Dispute and Resolution Committee

Where the managing director is unavailable, named in the complaint, was involved in the original determination, or is otherwise unable to act impartially, reconsideration will be assigned to the **Secretary of the Canadian Heritage Arts Society (CHAS) Board of Governors, acting as Chair of the Dispute and Resolution Committee**.

The Chair will review the relevant documentation and information relating to the complaint and may meet with the student, the person or persons involved, and other relevant parties as necessary to understand and fairly assess the matter.

Based on the nature and complexity of the complaint, the Chair may establish an **Ad Hoc Committee of three (3) or more individuals with appropriate expertise** to assist with the reconsideration. The composition of any Ad Hoc Committee will be determined by the Chair in consultation with the CHAS Board, as appropriate.

The Chair or Ad Hoc Committee may:

- review documentation and records
- meet with the student and other parties
- request additional information
- seek expert advice
- review the application of relevant College policies and procedures
- make recommendations concerning the resolution of the complaint

The Chair will provide the student with a written reconsideration decision, including reasons for the decision. The College will ensure that the reconsideration and final written decision are completed within the **30-calendar-day timeframe required by PTIRU**.

Independent Third-Party Review

Where the nature of the complaint, a conflict of interest, or other circumstances make an internal reconsideration inappropriate, the College may appoint an independent third party to investigate the complaint or conduct the reconsideration. This step is only to be taken in extraordinary circumstances and is done at the discretion of the Board of Governors as CHAS will bear the cost of an independent third-party review.

The independent third party will provide a written determination or recommendation to the College. The College will provide the student with the final written decision and reasons within the applicable 30-day timeframe.

Arbitration

The College may, where appropriate and where mutually agreed by the CHAS Board of Governors and the student, explore an independent arbitration process as an alternative means of resolving a dispute.

Arbitration is not a required step in the College's student complaint process and is not a prerequisite to a student exercising any rights available under applicable legislation or through PTIRU.

Where CHAS and student mutually agree to arbitration, the arbitrator will be a person acceptable to both, and the terms of the arbitration will be agreed upon before the arbitration begins.

The reasonable costs of the arbitrator and any administration fees associated with the arbitration process will be covered by CHAS. Each party will normally be responsible for its own legal, advisory, or representation costs unless otherwise agreed.

Nothing in this policy requires a student to agree to arbitration.

Timeframe

The College will make every reasonable effort to resolve complaints as quickly as possible. However, rushing a process can lead to disadvantages that we wish to avoid.

A formal student complaint must be finally resolved and a written decision provided to the student within 30 calendar days of the date the formal complaint was made, in accordance with the requirements of the Private Training Institutions Regulatory Unit (PTIRU).

The written decision will include:

- the determination
- the reasons for the determination
- any actions or remedies arising from the decision
- where applicable, information about the student’s right to seek reconsideration or other available avenues of complaint

Representation and Support

A student may also request the assistance of a support person during meetings, subject to reasonable procedures established by the College to protect the fairness and effectiveness of the process. A student making a complaint may be represented or assisted by an agent or lawyer at their own expense.

Protection from Retaliation

A student who makes a complaint or participates in a complaint process in good faith will not be subject to retaliation, reprisal, intimidation, threats, or adverse treatment by the College or its representatives.

Retaliation may include adverse academic, artistic, scheduling, or other consequences intended to discourage or punish participation in the complaint process.

Concerns about retaliation should be reported to a CCPA Director or the Secretary of the CHAS Board, as appropriate. A complaint that is determined to have been made knowingly in bad faith or for the purpose of harassment may itself be addressed under the applicable College policy or process.

Confidentiality and Privacy

The College will handle complaints as confidentially as reasonably possible. Information may need to be shared with individuals who have a legitimate need to know in order to:

- investigate, respond to, or resolve the complaint
- ensure procedural fairness
- protect the safety or wellbeing of individuals
- implement interim or corrective measures
- meet legal or regulatory obligations

Students and other participants are expected to respect the privacy of others involved in the complaint process.

The College cannot guarantee complete confidentiality where disclosure is necessary to properly investigate or respond to a complaint or where disclosure is required by law.

Anonymous Complaints

The College may receive information anonymously; however, the College may be unable to investigate or resolve a complaint where insufficient information is provided or where the complainant cannot be identified.

Where appropriate, the College may use information received anonymously to identify broader concerns, risks, patterns, or issues requiring attention.

Filing a Complaint with PTIRU

Where a student has exhausted the College's dispute resolution process and believes they were misled by the institution regarding a significant aspect of an approved program, the student may be eligible to make a complaint to PTIRU.

A complaint to PTIRU must be made within one year of the date the student completes, is dismissed from, or withdraws from the program.

PTIRU does not replace the College's internal complaint process and does not generally adjudicate every type of student complaint. Students should consult PTIRU directly regarding its jurisdiction and complaint requirements.

Information about PTIRU is available at:

Private Training Institutions Regulatory Unit
Ministry of Post-Secondary Education and Future Skills
https://www.privatetraininginstitutions.gov.bc.ca/

Records

The College will maintain appropriate records of complaints, investigations, determinations, reconsiderations, and outcomes in accordance with applicable privacy, regulatory, and institutional requirements.

Faculty Code of Conduct

Staff & Students
Position(s) Responsible

August 1 2018
Implementation Date

August 2026
Date of Last Revision

Purpose:

The purpose of the Faculty Code of Conduct is to establish the standards of behaviour expected of faculty members at the Canadian College of Performing Arts (CCPA or the College) and to support a safe, respectful, inclusive, and professional learning and working environment.

CCPA's programs are collaborative and intensive by nature. Faculty work closely with students, other faculty, staff, guest artists, industry professionals, and members of the public in classrooms, studios, rehearsal spaces, performance venues, and other shared environments.

Faculty members also hold a position of trust, authority, and influence in relation to students. Faculty are therefore expected to model the professional standards, conduct, and behaviour expected in the performing arts industry.

This code complements, rather than replaces, CCPA's other policies and procedures. Where a more specific policy or procedure applies, that policy or procedure will govern.

This code applies to faculty while on College premises or while participating in activities or events hosted by the Canadian Heritage Arts Society (CHAS or the Society) or the College.

Faculty Standards of Conduct

Faculty members are expected to:

- Comply with all policies and procedures issued by CCPA and made available to them
- Conduct themselves in a professional, mature, considerate, and respectful manner at all times

- Treat students, employees, faculty, guest artists, contractors, visitors, and members of the College community with dignity and respect
- Model the professionalism, responsibility, communication, and conduct expected of students entering the performing arts industry
- Maintain appropriate professional boundaries with students and recognize the power imbalance inherent in the faculty-student relationship
- Maintain relationships with students that are supportive, respectful, and professional
- Be approachable and encouraging while maintaining appropriate professional distance
- Be prepared and punctual for classes, rehearsals, meetings, performances, and other assigned responsibilities
- Provide students with professional, fair, and appropriate instruction, direction, feedback, assessment, and supervision
- Use professional communication channels when communicating with students wherever reasonably possible
- Maintain appropriate confidentiality and protect student and College information
- Identify and disclose actual or potential conflicts of interest that could affect their ability to teach, supervise, assess, or otherwise act impartially
- Follow CCPA requirements relating to physical contact, professional boundaries, privacy, digital conduct, content capture, and other applicable policies
- Report concerns about student safety, serious misconduct, or other matters through the appropriate College process
- Respect the facilities and property of CHAS and CCPA, their landlords, tenants, contractors, students, staff, and visitors
- Comply with all applicable federal, provincial, and municipal laws and regulations

Faculty members must not:

- Engage in threatening, intimidating, discriminatory, harassing, abusive, physically aggressive, or otherwise inappropriate behaviour
- Engage in a sexual or intimate relationship with a current student
- Pursue, encourage, or facilitate a personal, romantic, or sexual relationship with a student
- Use their position, authority, influence, or access to students for personal, financial, romantic, or sexual benefit
- Show favouritism or provide inappropriate advantages to a student because of a personal relationship or other improper consideration
- Use their position to pressure or influence a student to participate in a personal or social relationship
- Retaliate against or disadvantage a student who raises a concern, establishes a boundary, declines an invitation, or participates in a College process
- Engage in unnecessary, inappropriate, or prohibited physical contact with a student
- Share confidential student or College information without authorization
- Steal, misuse, damage, destroy, or deface College property
- Consume, possess, distribute, or be under the influence of alcohol, illegal drugs, controlled substances, or other intoxicants while teaching, supervising students, performing assigned College duties, or participating in CCPA activities where their conduct may affect students or the College
- Take or distribute photographs, video, audio recordings, or other content from classes, rehearsals, or other student activities without the required consent and authorization
- Publish or post content from classes, rehearsals, or College activities without the required consent and authorization
- Engage in conduct that could reasonably compromise the safety, dignity, learning environment, or professional integrity of the College

Professional Boundaries, Physical Contact, and Relationships

Faculty members are responsible for maintaining appropriate professional boundaries with students.

Faculty should be friendly, supportive, and approachable without becoming personal friends with students in a way that blurs professional boundaries or creates a conflict of interest.

Because faculty hold a position of authority, faculty must exercise particular care in relationships with students, including relationships that occur outside the classroom or College premises.

Where a personal relationship exists between a faculty member and a student outside the College, the faculty member must disclose the relationship where necessary to identify and manage a conflict of interest.

The existence of a consensual relationship does not remove a faculty member's responsibility to maintain professional boundaries or prevent conflicts of interest.

Faculty must comply with CCPA's **Physical Contact, Relationships, and Professional Boundaries Policy**.

Recording, Photography and Social Media

Faculty must not capture, share, publish, or otherwise distribute photographs, video, audio recordings, or other content from classes, rehearsals, or other College activities without the required consent and authorization.

Faculty must comply with CCPA's **Digital Code of Conduct Policy**, and **Privacy Policy**, as applicable.

Permission to make a recording does not automatically provide permission to publish or distribute that recording.

Substances and Fitness for Duty

Faculty must not consume, possess, distribute, or be under the influence of alcohol, illegal drugs, controlled substances, or other intoxicants while teaching, supervising students, performing assigned College duties, or participating in CCPA activities where their conduct may affect students or the College.

Faculty must comply with applicable College rules regarding smoking, vaping, tobacco, and other restricted substances on College premises.

Relationship to the Student Code of Conduct

The Student Code of Conduct establishes the standards of behaviour expected of students. The Faculty Code of Conduct establishes the corresponding standards expected of faculty.

The two codes share core expectations relating to respect, professionalism, appropriate conduct, physical boundaries, privacy, content capture, property, substance use, and compliance with College policies and applicable laws.

Faculty members have additional responsibilities because of their position of authority and influence. These responsibilities apply particularly to professional boundaries, relationships with students, confidentiality, conflicts of interest, supervision, assessment, and the appropriate use of authority.

Faculty are expected to support and model the standards established for students rather than simply enforce them.

Where conduct involves both a faculty member and a student, the College may consider the applicable provisions of both codes together with any more specific College policy or procedure.

Accountability

Faculty members are expected to understand and comply with this code throughout their engagement with CCPA.

A concern about a faculty member's conduct will be addressed in accordance with the applicable CCPA policy or procedure and, where applicable, the faculty member's employment agreement or contract.

The College will consider the nature, seriousness, frequency, and circumstances of the conduct when determining an appropriate response.

Depending on the circumstances, a response may include clarification of expectations, coaching, education or training, a formal warning, restrictions on duties or activities, removal from an assignment, suspension, termination of employment or contract, or other appropriate action.

Serious misconduct may result in immediate action and does not require progressive steps.

Nothing in this code limits CCPA's ability to respond to conduct that may constitute a breach of another College policy, contractual obligation, professional standard, or applicable law.

The examples in this code are intended to illustrate expected standards of conduct and prohibited behaviours. They are not exhaustive. Conduct inconsistent with the spirit or intent of this Code may also result in action under applicable College policies and procedures.

Faculty members requiring clarification about this code should consult the director of education.

Health & Safety Policy

Staff, Faculty, Students, & Guest Artists
Position(s) Responsible

September 1 2016	**August 27, 2025**
Implementation Date	Date of Last Revision

Policy

The safety of all members of, and visitors to, the College is a primary concern and is the responsibility of everyone at the Canadian College of Performing Arts (CCPA or the College).

No task is to be regarded as so urgent that time cannot be taken to ensure the safety of the individual and others.

Members of our community have the right to know about any hazards, participate in health & safety activities, and to refuse to participate in any unsafe activities.

This policy applies to all activities and work undertaken by the Canadian Heritage Arts Society (CHAS or the Society), who own and operate the College, and is overseen by the Board of Governors who are committed to providing a healthy and safe working culture and learning environment for all employees, contractors, students, volunteers, and visitors.

This **Health and Safety Policy** will be upheld in alignment and compliance with the Workers' Compensation Act, Occupational Health and Safety Act & Regulations (OHSR), WorkSafeBC, and industry standards.

The College Directors and Board of Governors recognize our responsibility and the right of workers to work in a safe and healthy environment and are committed to creating a culture that eliminates the hazards that cause accidents and injuries both physically and psychologically.

The principles of this policy are:

- Protect the safety and health of all faculty, staff, students and visitors against work injuries and occupational hazards of both physical and psychological nature.

- Comply with all relevant statutes, regulations, and standards of government agencies and other regulatory authorities representing occupational health and safety.
- Formulate and carry out effective safety improvements and programs appropriate to activities and operations.
- Comply with annually updated fire and evacuation plans as designed for the facility in consultation with the local fire department.
- Create and maintain a **Health & Safety Manual** detailing all procedures; updating and communicating changes as they are implemented.

Roles and Responsibilities

Health & safety is the responsibility of every member of the College community.

The administrative manager is the health & safety liaison. Any concerns or suggestions regarding health and/or safety, or reports of unsafe work practices or conditions, should be communicated to them at the first instance. In their absence, reporting can also be made to the managing director and/or the production & design manager.

If it is an urgent matter, this can be done verbally; however, issues/reports should be acknowledged in writing, indicating that the communication was received and shared with the rest of the team, and to provide a clear record.

All accidents, injuries, or near misses need to be reported promptly. It is everyone's responsibility to ensure a safe environment.

<u>Employer (Board & Managing Director) Responsibilities:</u>

- Ensuring the provision of safe working conditions and practices for all at the CHAS/CCPA facility and other locations where work and study is undertaken.
- Ensuring that clear, up to date health, safety, and wellbeing policies and procedures are in place and in alignment with the Workers' Compensation Act and Regulations as a minimum.
- Provide training and supervision to employees to ensure the safety and first aid requirements and resources related to the job and workplace are clear.

- Undertake regular inspection of the workplace to ensure that things are working properly and any hazards reported are addressed promptly.
- Investigate any and all incidents resulting in injuries or damage to equipment and property.

Supervisor (faculty & staff) Responsibilities:

- Comply with and champion the health and safety policy, procedures, and the Workers' Compensation Act and Regulations
- Seek guidance from their immediate supervisor concerning health & safety-related knowledge and skills required to ensure safe performance on the job
- Attend training related to physical & psychological health and safety programs and meetings as assigned
- Immediately report any work-related accident, injury, or near accident; and any hazardous work practice or work condition, including issues of bullying and harassment.
- Ensure that any workers or students you are supervising are aware of any hazards, have and are correctly using the appropriate personal protective equipment, and have received adequate training or instruction on how to conduct their activities safely.

The students shall:

- Be alert to hazards, and report any accident or injury, near accident, hazardous practice or condition immediately.
- Comply with health & safety policies and procedures, and regulations in all spaces where learning or working activities are being conducted.
- Seek guidance from their instructors or supervisors concerning health & safety-related knowledge and skills required to ensure safe performance and work
- Attend health & safety training programs and meetings as instructed and sessions related to education on psychological health issues.
- Conduct all activities in a safe manner and follow directions from faculty or staff regarding safety for themselves or others

- Make use of any personal protective equipment required.

General Safety Rules

- Report to work well rested and physically fit to be able to give full attention to your job.
- Persons with physical or mental impairment shall not be assigned to tasks where their impairment has a potential to endanger themselves or others.
- No person shall be permitted to remain on the premises while their ability to work is so affected by alcohol, drugs (prescription or non-prescription) or other substance, so as to endanger their health or safety or that of any other person.
- Inappropriate behaviour, such as pranks, fighting and practical jokes are extremely dangerous and will not be tolerated.
- Any unsafe behaviour, acts or conditions which are encountered shall be corrected or reported to the administrative office immediately.
- Employees, contractors, students and visitors must inform the administrative office when they have significant allergies which might be encountered while on the premises. (i.e. bee stings). The person with the severe allergy should carry an Epi-pen™ and be familiar with how to use it.
- Avoid manual lifting of materials, articles or objects unless you have training or are confident that you can support the weight without injury.
- Employees, contractors, students and visitors are responsible for reporting if they become sick or injured while working or participating in activities. All injuries, no matter how minor, must be reported immediately.
- Always keep your work area clean and orderly. Poor housekeeping habits can be a serious safety hazard. Do not leave materials in aisles, walkways, stairways, roads or other points of egress.
- Firefighting equipment shall be maintained in accordance with the manufacturer's instructions and the requirements of the BC Fire Code.
- Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to the production & design manager.

Electrical equipment can only be repaired or serviced by a qualified electrician.

- Follow all Safe Work Procedures and Processes and report any deficiencies to the administrative office immediately.

Language Proficiency Assessment Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 2025
Date of Last Revision

Policy:

Prior to acceptance applicants must meet at least one of the following language proficiency requirements:

- Evidence that three (3) years of full-time secondary education (Grades 8-12), or two (2) years if the Grades are 10, 11, or 12, have been successfully completed in the program's language of instruction in a country where the language of instruction is one of the principal languages.

PTIRU considers education completed (in English) in the following countries as counting toward an assessment of prior education in English.

American Samoa	Dominica	Lesotho	St. Kitts & Nevis
Anguilla	Falkland Islands	Liberia	St. Lucia
Antigua and Barbuda	Fiji	Malta	St. Vincent & the Grenadines
Australia	Gambia	Mauritius	Tanzania
Bahamas	Ghana	Montserrat	Trinidad & Tobago
Barbados	Gibraltar	New Zealand	Turks & Caicos Islands
Belize	Grenada	Nigeria	Uganda
Bermuda	Guam	Seychelles	United Kingdom
Botswana	Guyana	Sierra Leone	US Virgin Islands
British Virgin Islands	Ireland	Singapore	USA
Canada	Jamaica	South Africa	Zambia
Cayman Islands	Kenya	St. Helena	Zimbabwe

This may be demonstrated by:

Providing a high school transcript, completion of a BC Adult Graduation program, or providing international education credentials recognized through *WES*, *ICES*, or *IQAS*.

Or

- Two (2) years of full-time post-secondary education* have been completed in the program's language of instruction in a country where the language of instruction is one of the principal languages (includes international education credentials recognized through WES, ICES, and IQAS).

Or

- Where English is the program's language of instruction, evidence of achievement in a recognized standardized language test/assessment** at an overall level equivalent to IELTS 5.5 (academic) or higher.

**Language development courses (i.e., ELL courses) cannot be included in this calculation.*

***Institutions are not permitted to use in-house (self-developed) language assessments. Unless otherwise approved by the registrar, institutions are expected to utilize standardized language tests that are well established and broadly accepted across the sector (**both** public and private BC post-secondary institutions).*

Name of English language assessment/test		Minimum score(s)/level(s)*	Date added
1.	International English Language Testing System (IELTS) Academic	Minimum overall score of **5.5**	2024.07.15
2.	Test of English as a Foreign Language (TOEFL) IBT	Minimum overall score of **46**	2024.07.15
3.	Canadian Academic English Language Assessment (CAEL)	Minimum overall score of **40**	2024.12.17
4.	Canadian English Language Proficiency Index Program (CELPIP)	Listening **6**, Speaking **6**, Reading **5,** and Writing **5**.	2024.12.17
5.	Duolingo English Test (DET)	Minimum overall score of **95**	2024.12.17
6.	Pearson Test of English (PTE) Academic	Minimum overall score of **43**	2024.12.17

7.	Cambridge English Qualifications: B2 First exam (FCE) Institutions may include other Cambridge Qualifications at a higher level (i.e., C2 Proficiency (CPE)).	Minimum overall score of **160 or "C"**	2024.12.17
8.	Cambridge Linguaskill	Minimum overall **B2 level**	2024.12.17
9.	LANGUAGECERT Academic	Minimum overall **B2 level**	2024.12.17
10.	The Michigan English Test (MET)	Minimum overall **B2 level**	2024.12.17
11.	iTEP Academic	Minimum overall score of **3.5**	2024.12.17
12.	EIKEN	Minimum placement of **Grade Pre-1**	2024.12.17

**Please note that the tests/assessments listed in this chart have varied designs, testing methods, and scoring. This reference chart is not intended to be used for official English language proficiency test score comparison purposes. The tests and minimum scores included in this list will be reviewed periodically and updated to ensure they are meeting the minimum standard.*

Mature student applicants:

If the applicant is 19 years or older at the start of the program and is a Canadian citizen or permanent resident who cannot access their educational records or provide sufficient evidence of secondary or post-secondary education as outlined above:

- Applicant provides attestation that they have completed at least three (3) years of full-time instruction in English in a country where English is one of the principal languages

AND

- Applicant completes an Accuplacer English Assessment (Next Generation: Reading, Writing, and WritePlacer) and achieves the following minimum scores:
    - Reading: 230
    - Writing: 230
    - WritePlacer: 4

Physical Contact, Relationships, and Professional Boundaries Policy

Staff, Faculty, Guest Artists & Students
Position(s) Responsible

August 2026
Implementation Date

August 2026
Date of Last Revision

Purpose:

The Canadian College of Performing Arts (CCPA or the College), operated by the Canadian Heritage Arts Society (CHAS or the Society), recognizes that physical contact may be an appropriate and necessary component of performing arts education and production. Training, rehearsals and performance in acting, voice, movement, dance, stage combat, intimacy, and costume may involve physical proximity, touch, or physical adjustment as part of instruction and performance.

Because working in the performing arts, in education and professional settings, involves inherent power dynamics between students, faculty, staff, and guest artists, all physical contact must be approached with professionalism, transparency, consent, and respect for individual boundaries.

The Society and the College are committed to creating a learning and working environment where everyone feels safe, respected, and empowered to communicate their boundaries.

Policy:

Faculty, staff, guest artists, and students must maintain professional boundaries regarding physical contact and forming relationships.

Physical contact must only occur when it is directly connected to teaching, coaching, rehearsal, performance, costume fitting, safety, or another legitimate purpose. Except in situations involving immediate safety concerns, distress, or emergency intervention, individuals must not initiate physical contact with each other unless appropriate consent has been obtained.

Consent must be:

- **Informed**: The individual understands why contact is needed and what it will involve.
- **Specific**: Consent applies only to the particular contact or activity requested.
- **Voluntary:** Individuals must not feel pressured to agree because of the status, authority, or reputation of the person requesting contact.
- **Revocable:** An individual may withdraw consent at any time without penalty or negative consequence.

Appropriate Physical Contact in Training

Physical contact may be appropriate in areas including, but not limited to:

- Acting, voice, and movement training, where touch may assist with:
    - breathing techniques
    - relaxation and release of physical tension
    - posture, alignment, and body awareness
    - movement exercises
    - safe physical practices
- Costume fittings, where physical contact may be necessary for:
    - measuring
    - adjusting garments
    - ensuring fit, comfort, and safety
- Performance training, including:
    - stage combat
    - choreography
    - intimacy work

- partner exercises

In all cases, the purpose, nature, and boundaries of the physical contact must be clear.

Requirements for Physical Contact

When physical contact is required for instruction:

- The faculty member, staff member, or guest artist must explain what they intend to do before initiating contact.
- The student must provide consent before contact occurs.
- Students must be given the opportunity to decline or request an alternative approach.
- Physical adjustments should be limited to what is necessary for the educational purpose.
- Whenever possible, physical contact should occur in an open instructional environment or with others present.
- Faculty, staff, and guest artists should avoid situations where physical contact occurs in isolation without a clear educational reason.

Prohibited Physical Contact

The following are not permitted:

- Touching of breasts, genitals, or other intimate areas, except where specifically required for an approved performance activity involving appropriate professional protocols, such as intimacy choreography, and where explicit consent processes are followed
- Unnecessary, excessive, or prolonged physical contact
- Touching unrelated to the teaching activity, exercise, rehearsal, fitting, or safety requirement
- Physical contact used to intimidate, control, discipline, embarrass, or create emotional dependence

- Any contact that disregards an individual's expressed boundary or withdrawal of consent

Physical Contact in Performance and Rehearsal

All physical interactions involving violence, aggression, intimacy, sexuality, or heightened emotional content in performance, rehearsal, or classroom exercises must be:

- discussed in advance
- appropriately staged or choreographed
- conducted using recognized professional practices
- based on clear consent and communication

Where appropriate, the College may require the use of an intimacy professional, fight director, choreographer, or other qualified practitioner to support safe practices.

Safety and Emergency Situations

Physical contact may occur without prior consent when necessary to:

- prevent immediate harm
- respond to an emergency
- protect a student or another person from danger
- provide immediate assistance during an accident or injury

In such circumstances, the purpose of the contact must be clearly connected to safety and intervention.

Power Imbalances and Professional Responsibility

Faculty, staff, and guest artists hold positions of influence and trust. The College recognizes that students may feel unable to freely decline requests from individuals who assess, mentor, direct, coach, or otherwise influence their academic or professional opportunities. Those in positions of authority have an increased responsibility to:

- seek consent rather than assume permission
- avoid creating pressure or discomfort
- respect student boundaries immediately
- model professional standards of conduct

Student Responsibilities and Raising Concerns

Students are encouraged to communicate their boundaries and needs regarding physical contact. A student may:

- ask for clarification about why physical contact is necessary
- request an alternative instructional method where possible
- decline physical contact
- report concerns about inappropriate or unwanted contact

Students are not expected to manage inappropriate behaviour from individuals in positions of authority. Concerns may be raised through the College's established complaint, harassment, or student support processes.

Failure to follow this policy may result in corrective action or disciplinary measures in accordance with College policies and procedures.

Staff & Faculty Interactions with Students

- Staff and faculty are expected to maintain clear boundaries with students.
- Staff and faculty are not to initiate private extra-curricular contact with a current student.
- All interactions with students are to be limited to those reasonably necessary for the course of study or other College business.
- All interactions with students are to be conducted with utmost professionalism.
- Staff and faculty are not to 'follow' or 'friend' current students on social media or accept invitations from students. If a student returns to a different

program (e.g. Studio Ensemble) any faculty who have formed professional social media links with those students will be required to put these on ‘pause’.

- Staff and faculty may not engage in social media, texting, or other contact with students other than as is reasonably necessary for study or other College business.
- Tutorials cannot take place off-campus in the private homes of faculty. If a College tutorial is needed, a studio can be booked through the registrar’s office.
- If a student initiates contact over social media, texting, or otherwise with a member of the staff or faculty other than as is reasonably necessary for study or other College business, the staff or faculty member so contacted should politely make the student aware of this policy.
- No staff, faculty, or guest artist may engage in any form of intimate or physical relationship with any current student and for two years after the student’s departure from the College
- For the safety and privacy of all, staff and faculty must ensure all communications and interactions remain entirely professional. As such, all faculty and staff will use their @ccpacanada.com email for student communications.
- Guest artists and mentors are expected to follow these guidelines while mentoring students until they graduate. However, for those contributing to the Studio Ensemble program, which aims to build professional networking, it is acceptable for professional communication through social media to take place.

Student Interactions with Students

Students are expected to clearly identify and maintain boundaries with other students to maintain positive professional relationships. When students interact off-campus, students are responsible for their own behaviour and interactions. Mature students (over 25 years of age) are requested to refrain from engaging in intimate personal relationships (dating) with any student more than five (5) years younger than them.

Prior Learning Assessment / Credit Transfer Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 4 2023
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College) takes under consideration courses in theatre history (contextual studies) and music theory taken at a recognized, accredited, or otherwise equivalent post-secondary institution and compares them to the offerings in the program. Transfer credits may be applied to the program, if they meet and are relevant to the requirements, curriculum, and hourly duration of the program. Prior learning must not be assessed as equivalent to more than 50% of the hours of instruction of a program. The determination of competence levels and of credit awards will be made by appropriate subject matter and academic experts.

If a student wishes to investigate the possibility to have prior learning recognized by the college, the student should consult with the Office of the Registrar. Advice will be on the procedures of submitting an application and the preparation of an application, including deadlines.

Currently enrolled students who, through formal study or informal learning, have thorough knowledge of the facts, ideas, and concepts of a course may request the opportunity to challenge that course. If they pass a faculty developed assessment/examination, they can earn credit for that course. A student may challenge a course only once. Credit can be granted only for a list of approved courses.

Procedure

- Communicate your request in writing to the Registrar's Office and receive the applicable application requirements for your request.

- Complete necessary documentation to support your request and submit application to the Registrar's Office.
- Application will be forwarded to the relevant faculty and the director of education for consideration within two (2) business days of receipt of application.
- Application will be reviewed and a decision made within ten (10) working days of receiving the application from the Registrar's Office. If necessary, an exam will be scheduled with the applicant, and a decision will be made within five (5) working days of the examination date.

Privacy Policy and Procedure

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 2026
Date of Last Revision

Policy:

The Canadian Heritage Arts Society (CHAS or the Society), operating as the Canadian College of Performing Arts (CCPA or the College), is committed to protecting the privacy, confidentiality, security and accuracy of personal information entrusted to the College.

CHAS/CCPA collects, uses, discloses, retains and disposes of personal information in accordance with the Personal Information Protection Act (PIPA), applicable requirements of the Private Training Act and Private Training Regulations, and other applicable federal and provincial legislation and regulatory requirements.

Where applicable, CHAS/CCPA will also comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable privacy legislation.

For the purposes of this policy, personal information means information about an identifiable individual, other than business contact information. Personal information may include, but is not limited to, information relating to an individual's identity, contact information, academic record, attendance, financial information (including that needed to process ticket sales or donations), photographs, health or accommodation information, and other information provided to or collected by CHAS/CCPA in the course of its activities.

CHAS/CCPA recognizes the sensitivity of personal information and its responsibility to protect information in its custody or control. Personal information will only be collected, used, disclosed and retained for reasonable and appropriate purposes and in accordance with applicable privacy legislation.

Collection, Use and Disclosure of Personal Information

CHAS/CCPA collects personal information for purposes including, but not limited to:

- providing education, training, artistic and related services
- assessing and supporting student admission, enrolment, academic progress and participation
- maintaining student and institutional records as required by the **Private Training Institutions Regulatory Unit (PTIRU)**, the BC Ministry of Post-Secondary Education and Future Skills, and other applicable regulatory authorities
- meeting requirements of **Immigration, Refugees and Citizenship Canada (IRCC)** and other government agencies where applicable
- administering tuition, fees, scholarships, financial assistance, and other payments
- issuing tax documents, including the **T2202 Tuition and Enrolment Certificate** and **T4A**, as required by the Canada Revenue Agency
- communicating with students, applicants, parents or guardians where appropriate, graduates, employees, artists, and other members of the CHAS/CCPA community about activities and services
- maintaining appropriate records relating to employment, contracts, health and safety, accommodation, and other operations
- processing and administering donations, gifts, and other contributions from individuals and issuing tax receipts and other documentation in accordance with Canada Revenue Agency requirements
- administering business and commercial transactions with individuals, including ticket sales, registrations, purchases, refunds, exchanges, and related customer service
- complying with legal, regulatory, contractual and funding requirements
- protecting the health, safety, security, and legitimate interests of members of the CHAS/CCPA community as well as the Society and College itself

CHAS/CCPA will generally obtain consent for the collection, use or disclosure of personal information where required by law. Consent may be express or, where permitted by law, implied. Consent is not required where PIPA or other applicable legislation authorizes or requires CHAS/CCPA to collect, use, or disclose personal information without consent.

CHAS/CCPA will not collect, use, or disclose personal information for purposes that are not reasonable or appropriate in the circumstances.

Personal information will only be accessed by employees, faculty, artists, contractors, or other individuals who have an appropriate need and authorization to access the information. Individuals with access to personal information are

responsible for maintaining its confidentiality and complying with College privacy and security procedures.

CHAS/CCPA will not disclose personal information to third parties except where authorized or required by law, where necessary to provide a service on behalf of CHAS/CCPA, or where otherwise permitted by applicable privacy legislation.

Where CHAS/CCPA engages a service provider to process personal information on its behalf, CHAS/CCPA will take reasonable steps to ensure that the information is appropriately protected and that the service provider complies with applicable privacy and confidentiality requirements.

Privacy Officer

CCPA will designate an individual responsible for ensuring compliance with applicable privacy legislation and for responding to privacy-related requests and concerns.

The managing director, or their designate, serves as CHAS/CCPA's Privacy Officer unless another individual has been formally designated.

The privacy officer is responsible for:

- overseeing compliance with applicable privacy legislation
- responding to requests for access to and correction of personal information
- receiving and investigating privacy complaints
- coordinating responses to privacy breaches
- maintaining appropriate privacy policies and procedures
- providing guidance to employees, faculty, artists and contractors regarding privacy obligations
- communicating with the Office of the Information and Privacy Commissioner for British Columbia (OIPC) and other regulatory authorities where appropriate

Student Records and Regulatory Requirements

CCPA maintains student records in accordance with applicable requirements established by PTIRU and other regulatory authorities.

For programs subject to PTIRU record-retention requirements, CCPA will retain student records for the periods required by applicable legislation and regulation, including the applicable retention requirements for Class A, Class B, and Class C programs.

Where required by PTIRU, CCPA will submit or provide student records to the registrar or an authorized third party in accordance with applicable regulatory requirements.

Where a personal information request, complaint, investigation, legal proceeding, or other matter requires information to be retained beyond its ordinary retention period, CCPA will retain the information for as long as reasonably necessary to address the matter or satisfy its legal or regulatory obligations.

Personal information will otherwise be securely destroyed or de-identified when it is no longer required for the purpose for which it was collected or for another legal, regulatory, or legitimate business purpose.

Accuracy of Personal Information

CHAS/CCPA will make reasonable efforts to ensure that personal information in its custody or control is accurate and complete for the purposes for which it is collected, used or disclosed.

Individuals are responsible for providing accurate and current information to CHAS/CCPA and for providing notice when relevant personal information changes.

Access to and Correction of Personal Information

Individuals may request access to their personal information held by CHAS/CCPA and may request correction of information that they believe is inaccurate or incomplete, subject to applicable legal limitations.

Requests for access or correction should be made in writing to CHAS/CCPA's Privacy Officer and should provide sufficient information to identify the records being requested.

CHAS/CCPA will respond to requests in accordance with the requirements of PIPA and other applicable legislation.

Security and Confidentiality

CHAS/CCPA will use reasonable security arrangements to protect personal information against unauthorized access, collection, use, disclosure, copying, modification, loss, theft, or disposal.

Security measures may include physical, administrative, and technical safeguards appropriate to the sensitivity of the information and the circumstances.

Employees, faculty, artists, contractors, and other individuals who have access to personal information must:

- only access information required for their authorized duties
- maintain the confidentiality of personal information
- not disclose personal information to unauthorized individuals
- use appropriate security measures when storing, transmitting or disposing of personal information
- immediately report suspected privacy or security breaches

Privacy Breaches

A privacy breach occurs when personal information is collected, accessed, used, disclosed, lost, stolen, or disposed of in a manner that is not authorized by CHAS/CCPA or applicable law.

CHAS/CCPA will take reasonable steps to respond to a suspected breach, which may include:

- containing the breach and securing the affected information
- determining what information has been affected and how the breach occurred
- assessing the potential risk to affected individuals

- taking steps to prevent further unauthorized access, use, or disclosure
- notifying affected individuals where appropriate or required by law
- notifying regulatory authorities, law enforcement, service providers, or other parties where appropriate or required
- documenting the breach and CHAS/CCPA's response
- taking reasonable steps to prevent a similar breach from occurring again

Privacy or security breaches may result in disciplinary action up to and including termination of employment or contract, or dismissal from CHAS/CCPA, where appropriate.

Privacy Complaints

Individuals who have a concern or complaint regarding the collection, use, disclosure, security, retention, or handling of their personal information should first raise the concern in writing with the privacy officer.

The complaint should provide sufficient information to allow CHAS/CCPA to understand and investigate the concern.

The privacy officer will acknowledge receipt of the complaint and will investigate and respond within a reasonable period, generally within **30 business days**, unless additional time is reasonably required due to the nature or complexity of the matter.

CHAS/CCPA will take reasonable steps to investigate complaints and, where a concern is substantiated, take appropriate corrective action.

An individual who is not satisfied with CHAS/CCPA's response may contact the **Office of the Information and Privacy Commissioner for British Columbia (OIPC)** regarding their concerns.

Procedure

1. Collection and Use

- CHAS/CCPA will identify reasonable purposes for collecting personal information before or at the time information is collected, where required by law.
- Personal information will only be collected, used and disclosed for purposes permitted under applicable privacy legislation.
- Where consent is required, CHAS/CCPA will obtain appropriate consent before collecting, using or disclosing the information.
- Employees, faculty, artists and contractors will only collect personal information necessary for their authorized responsibilities.

2. Access and Correction Requests

- Requests for access to or correction of personal information should be submitted in writing to the privacy officer.
- The privacy officer will confirm the identity of the individual making the request where necessary to protect personal information from unauthorized disclosure.
- The privacy officer will locate and review relevant records and determine whether any legal exceptions to access or correction apply.
- CHAS/CCPA will respond within the time required by applicable legislation.
- Where information is corrected, reasonable steps will be taken to ensure that relevant records are updated as appropriate.

3. Privacy or Security Breach

If a suspected privacy or security breach occurs:

- The person discovering the breach must immediately notify the privacy officer or managing director.
- Immediate steps will be taken to contain the breach and prevent further unauthorized access, use or disclosure.

- The privacy officer will assess the nature and scope of the breach and the potential risk to affected individuals.
- Where appropriate or required, affected individuals and relevant regulatory or other authorities will be notified.
- CHAS/CCPA will document the breach, its response and any corrective actions taken.
- Where the breach resulted from an individual's failure to comply with College policy or procedures, appropriate disciplinary or contractual action may be taken.

4. Privacy Complaint

- A privacy complaint must be submitted in writing to the privacy officer.
- The privacy officer will acknowledge receipt and investigate the complaint.
- The privacy officer may request additional information from the complainant or other individuals as necessary to complete the investigation.
- CHAS/CCPA will provide a written response outlining the outcome of the investigation and any appropriate corrective action.

5. Retention and Destruction

- CHAS/CCPA will retain personal information for the periods required by applicable legislation, regulation, contractual obligations, and legitimate business requirements.
- PTIRU-required student records will be retained and submitted or archived in accordance with current PTIRU requirements.
- Where personal information has been used to make a decision that directly affects an individual, CHAS/CCPA will retain the information for the minimum period required by PIPA.
- Personal information will be securely destroyed or de-identified when it is no longer required.
- Records subject to a legal proceeding, investigation, complaint, access request or other unresolved matter will not be destroyed until the matter

has been appropriately resolved and the applicable retention requirement has expired.

- Secure destruction methods will be appropriate to the form and sensitivity of the information.

6. Employee and Contractor Responsibilities

All employees, faculty, artists, and contractors are responsible for protecting personal information accessed in the course of their work.

Individuals must not:

- access personal information without authorization
- use personal information for purposes unrelated to their duties
- disclose personal information to unauthorized individuals
- leave confidential information unsecured or unattended
- transmit personal information using unauthorized or unsecure methods
- retain personal information longer than necessary or permitted

Failure to comply with this policy may result in disciplinary action, termination of employment or contract, dismissal from CHAS/CCPA, or other appropriate action.

7. Contact

Questions, requests for access or correction, or complaints relating to privacy should be directed to:

> **Privacy Officer**
> Canadian Heritage Arts Society dba Canadian College of Performing Arts
> 1701 Elgin Road
> confidential@ccpacanada.com
>
> 778-562-6454 (direct line to Managing Director)

CHAS/CCPA will make the privacy officer's contact information publicly available and will update it when the designated privacy officer changes.

Respectful & Fair Treatment Policy

Staff, Faculty, Students & Guest Artists
Position(s) Responsible

September 1 2016
Implementation Date

August 2026
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College), operated by the Canadian Heritage Arts Society (CHAS or the Society), is committed to maintaining a learning and working environment that promotes the respectful, equitable, and fair treatment of all students, staff, faculty, guest artists, and members of the Society and College communities.

CHAS/CCPA is committed to:

- ensuring that all individuals are treated with dignity and respect, and are free from discrimination, harassment, and bullying;
- supporting individuals in addressing and managing differences constructively, both within the College, its programs and activities, and in the workplace; and
- providing an environment that respects and promotes human rights, personal dignity, inclusion, and wellbeing.

CHAS/CCPA supports the principle that all individuals—including employees, students, contractors, board members, visitors, and volunteers—are entitled to participate in an educational and working environment that is free from discrimination, harassment, and discriminatory behaviour.

CHAS/CCPA welcomes people with diverse backgrounds, cultures, perspectives, strengths, experiences, and opinions. All members of the College community are expected to contribute to an environment of mutual respect by seeking to understand and appreciate cultural differences, accommodating different perspectives and approaches where reasonably possible, and valuing the unique contributions of others.

CHAS/CCPA encourages individuals to address concerns, disagreements, and uncomfortable or negative issues at the earliest appropriate opportunity. Open, respectful, and constructive communication can help resolve concerns before they escalate or negatively affect relationships. Individuals are encouraged to approach differences with a spirit of collaboration and a willingness to seek mutually beneficial resolutions.

CHAS/CCPA also recognizes that constructive disagreement, creative thinking, and diverse perspectives contribute to a healthy learning and working environment. Ideas, questions, and differing viewpoints are welcomed when expressed respectfully and in keeping with this policy.

CHAS/CCPA takes concerns regarding discrimination, harassment, bullying, disrespectful conduct, and other behaviour that is inconsistent with this and related policies seriously. Individuals who do not comply with this policy may be subject to appropriate corrective or disciplinary action as outlined in the **Dispute Resolution Policy**.

Definitions

- **Disrespect:** Showing a lack of respect or courtesy; impolite.
- **Devaluing Behaviour:** Behaviour that has the effect of making another feel less valuable or important, whether or not that was an intended result.
- **Exclusive Behaviour:** Behaviour that makes another feel excluded from a group for any reason, whether or not that was an intended result.
- **Inconsiderate Behaviour:** Behaviour that does not consider others' needs, space, safety, health, accommodation, reputation, performance, or progress. It includes rude, abrasive, or offensive communications. It includes derogatory language—not required in a script use—referencing gender, race, sexual orientation, or any kind of disability. It includes discourteous or aggressive behaviour.
- **Harassment:** Includes sexual harassment and is any behaviour by a person directed against another person that a reasonable person would know, or ought to know, would cause offence, humiliation or intimidation. It includes offensive or intimidating behaviour that is unwelcome by another. It can be direct or indirect, obvious or subtle, active or passive. It can be written, verbal, physical, electronic, or any other form of expression. It can be

physical and/or psychological. It is defined by the impact on the subject of the harassment and not by the intent of the harasser. It can be a one-time occurrence or repeated incidents.

Harassment includes making derogatory comments to or about another person, swearing, yelling, inappropriately interfering in another person's work, derogatory gestures, embarrassing practical jokes, ridicule, gossip, reckless disregard or denial of another's rights, improper use of power or authority, or physical assault.

- **Bullying:** Any repeated or systematic behaviour—physical, verbal or psychological, including shunning—which would be seen by a reasonable person as intending to belittle, intimidate, coerce, or isolate another person.
- **Discrimination:** Unfair differential treatment, whether intentional or not, of an individual or group, as identified by race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, or a conviction for which a pardon has been granted or a record suspension has been ordered.

Sexual Misconduct Policy

Staff, Faculty, & Students
Position(s) Responsible

June 11 2020
Implementation Date

August 2026
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College), which is operated by the Canadian Heritage Arts Society (CHAS or the Society), does not tolerate sexual misconduct and will take reasonable and appropriate steps to prevent sexual misconduct, respond to concerns, support individuals affected by sexual misconduct, and take appropriate action when sexual misconduct is reported or established.

CCPA recognizes that performing arts education involves close physical and emotional collaboration. Acting, voice, movement, dance, stage combat, intimacy, costume, rehearsal, and performance may involve physical contact, emotionally challenging material, simulated sexual behaviour, or violence. These activities must be conducted professionally, transparently, and with appropriate safeguards. These activities must be conducted in accordance with the **Physical Contact, Relationships and Professional Boundaries Policy** and other applicable procedures.

Definition

For the purposes of this policy, sexual misconduct has the meaning given under applicable British Columbia legislation and includes, but is not limited to:

- sexual assault, exploitation, or harassment
- stalking
- indecent exposure
- voyeurism
- sharing an intimate image of a person without their consent

- attempting or threatening to commit sexual misconduct

Sexual misconduct can happen in person, online, or through electronic communication. Sexual harassment includes unwanted sexual comments, messages, attention, requests, or behaviour. It can also include making academic, employment, casting, rehearsal, or performance opportunities dependent on sexual attention or activity.

CCPA may also address other sexual or gender-based behaviour that breaches College policies or professional standards.

Consent

Consent means freely agreeing to participate in a particular activity, and:

- must be voluntary and informed
- must be specific to the activity
- can be withdrawn at any time
- cannot be assumed from silence, previous behaviour or a previous agreement
- consent to one activity does not mean consent to another activity

Performing Arts Environment

CCPA recognizes that performing arts education may involve physical contact, intimacy, simulated sexual activity, violence, costume fittings, changing, and emotionally challenging material.

These activities are not, by themselves, sexual misconduct when they are legitimate parts of teaching, rehearsal, or performance and are conducted appropriately. All such activities must follow the **Physical Contact, Relationships and Professional Boundaries Policy** and any applicable production, rehearsal, or teaching procedures.

Artistic or educational purposes do not excuse conduct that is inappropriate, unwanted or outside agreed professional boundaries.

Making a Disclosure, Complaint, or Report

A person may **disclose** a concern to seek information or support without asking CCPA to take formal action.

A person may make a **complaint** when they want CCPA to address alleged sexual misconduct through its internal process.

A person may make a **report** by providing CCPA with information about alleged sexual misconduct involving a student. A report may be made by the person affected or by someone else.

A person does not have to confront the person whose conduct is the subject of the concern.

A concern may be raised verbally or in writing with the director of education or the managing director. A person may bring a support person to a meeting where reasonably possible.

Where the director of education or managing director is the subject of the concern, unavailable, or unable to act impartially, the concern may be made to the Secretary of the Board of Governors, as chair of the **Dispute and Resolution Committee** to receive or respond to the concern.

Responding to a Disclosure, Complaint, or Report

CCPA will respond to complaints and reports fairly, respectfully, and as promptly as reasonably possible. Depending on the circumstances, CCPA may:

- provide information and support
- address immediate safety concerns
- provide reasonable accommodation
- put temporary measures in place
- resolve the concern informally where appropriate
- conduct an investigation
- take disciplinary or other corrective action

Temporary measures may include changes to classes, rehearsals, production assignments, supervision, schedules, or contact between individuals.

A person will not be required to meet with, or mediate with, the person whose conduct is the subject of the complaint.

Where an investigation is conducted, the respondent will be given reasonable information about the concern and an opportunity to respond.

CCPA will determine the appropriate outcome based on the information available and the circumstances of the matter.

Possible outcomes include education or corrective action, changes to working or learning arrangements, restrictions, suspension, removal from a production or activity, or dismissal or termination where permitted under applicable policies.

Support and Accommodation

A person affected by sexual misconduct may ask for reasonable support or accommodation.

This may include changes to:

- classes
- rehearsals
- production assignments
- supervision
- schedules
- costume or fitting arrangements
- other learning or working arrangements

A person may also seek assistance from external services, including health services, counselling, legal services, or police. CCPA's internal process does not prevent a person from contacting police or another external authority.

Privacy and Confidentiality

CCPA will respect the privacy of everyone involved in a sexual misconduct matter as much as reasonably possible.

Information will only be shared with people who need it to respond to the concern, provide support, conduct an investigation, make or implement a decision, manage safety, or meet legal or regulatory requirements.

CCPA cannot guarantee complete confidentiality.

CCPA will maintain appropriate records of complaints and reports in accordance with applicable privacy, legal, and regulatory requirements.

No Retaliation

CCPA does not tolerate retaliation against a person who:

- makes a disclosure, complaint or report in good faith
- asks for help
- participates in an investigation
- provides information
- supports another person who raises a concern

Retaliation may result in disciplinary or other corrective action.

A complaint will not be considered dishonest simply because it cannot be substantiated. Knowingly making a false complaint in bad faith may be addressed under applicable College policies.

Prevention and Education

CCPA will:

- provide students with this policy before the start of their program
- make this policy prominently available on the CCPA website
- provide appropriate information and training to faculty, staff, guest artists and others who work closely with students

- ensure that people responsible for receiving or responding to complaints and reports understand their responsibilities under this policy

This policy is maintained in accordance with the requirements of the BC Private Training Act and Private Training Regulation.

Student Attendance Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 2026
Date of Last Revision

Policy:

Students must attend 80% of all classes/rehearsals. Students who miss more than 20% of classes/rehearsals may be subject to failing the course, at the teachers' or directors' discretion. Any absence or non-participation must be discussed with teachers/directors who are affected, or the student is unexcused. Students are responsible for catching up on all work missed for any reason.

Students receiving StudentAid BC funding or who are in interest-free status must be reported as "Withdrawn" (do not meet StudentAid BC "full-time" criteria) if:

- Attendance drops below 60% for three (3) consecutive weeks
- Misses two (2) consecutive weeks
- Missed sufficient time and will no longer be able to complete the graduation requirements

Excused Absence:

Absence due to illness

- Students are required to telephone or email the Registrar's Office (registrar@ccpacanada.com) at least 30 minutes prior to their first class or rehearsal. State the reason for an expected absence. 3rd party notification is not acceptable.
- Illness can be reported by a student for up to 2 days without medical consultation, and will be an "Excused Absence". If illness occurs for a third day (or partial day) it must be substantiated with a practitioner-certified absence note (medical note). A note signed and dated by the doctor's office administration will be accepted by the Office of the Registrar. Students are

also required to provide a doctor's note for classes missed due to appointments. All notes will be retained in the student's permanent record.

Absence with prior approval by the Director of Education in the event of a medical appointment or family bereavement

- Students must complete an "Absentee Request Form" at least 24hrs in advance. Forms are found in the library, and should be placed in the director of education's mailbox in the registrar's office. For urgent requests please also email the director of education (education@ccpacanada.com)

Unexcused Absence:

CCPA is a full-time program. Students must retain full-time attendance and commitment in order to remain at CCPA. Attendance is crucial and expected in order to pass any course. Being late or absent without prior notice or approval is considered an "Unexcused Absence".

Catching Up on Missed Class Work:

All classes are recorded via Google Meet. If you are well enough to audit live from home, you may do so if it does not harm your recovery from illness. Alternatively, students are expected to review the recorded video footage of the missed class within 30 days of the teaching date. Contact the registrar to request access to the relevant recording(s).

Absence from an Assessment:

In the event an absence due to illness or injury falls on a day of a practical or written exam, a practitioner-certified absence note (medical note) is required to apply for an exam/evaluation resubmission opportunity due to extenuating circumstances. (Please see **Assessment Policy** for full details).

Multiple Unexcused Absences

A student with three (3) unexcused absences, over no less than three (3) different days or three (3) consecutive classes of the same course, will receive a written notice of warning from the registrar. Each subsequent unexcused absence will warrant an additional written notice of warning. Three (3) written notices of warning, delivered to the same student, will be considered grounds for dismissal.

Class Participation

In the situation where a student is ill (but not contagious) or injured, the instructor will consider what participation adjustments suit the need. This may include studying the work conducted in that class and submitting a report the next day on the class content as assigned by the instructor. The instructor will sign the report, ensure the information is correct and the student's name is on it and submit it to the office for student records.

If the injury/illness requires a student to audit more than two (2) classes of any course, a practitioner-certified absence note (medical note) will be required, and a discussion will be had with the dance/movement/acting instructor with the intent to agree on reasonable teaching accommodations to enable the student to participate safely. This process is in effect for all practical classes, whether due to physical or vocal illness. A student who has an injury/illness prognosis which deters them from completing any course will enter discussion with faculty and the director of education about an alternate form of study, deferral, withdrawal or dismissal.

Production Rehearsals & Performances

Any student not well enough to attend classes is not well enough to attend productions rehearsals and must inform both the registrar and stage manager. They are expected to stay home to rest and recover swiftly and not pass on a contagious illness to fellow cast members.

The creative team will assign an understudy if required. Where a student has been absent or auditing more than three (3) rehearsals in a week without clear medical reason, the student may be in jeopardy of not being able to participate in College performances. Permission to perform will be at the discretion of the director of education, in consultation with faculty and production staff.

Students are expected to catch up on schoolwork and rehearsal work ASAP. Production directors reserve the right to replace any student who fails to be appropriately prepared for all rehearsals and performances.

Private Voice

Voice teachers will schedule voice lessons and tutorials. Voice teachers will aim to schedule lessons during a student's morning spare/study blocks, or over class breaks.

Students will forfeit a Private Voice lesson if they do not notify their instructor 24 hours in advance that they are going to miss a lesson, unless it is due to illness, in which case they should notify their instructor as soon as possible. Private voice lessons missed due to personal reasons or illness may be forfeited at the discretion of the instructor where notification is less than 24 hours, or if no mutual available time can be found.

Dance Classes

Students may not participate in dance if they missed the first ½ hour (warm up) of any dance class. The decision whether to allow the student to audit the class after arriving late is at the instructor's discretion.

Bereavement

Please contact the director of education for absence due to bereavement of an immediate family member. An "authorized absence" form will be completed.

Procedure

- Any student who is going to miss or be late for a class, event, rehearsal or mandatory college activity is required to telephone the office or email the Registrar's Office (registrar@ccpacanada.com) and copy in the course instructor at least 30 minutes prior to notify them of their absence). Unless for illness, being late or absent without prior approval is still considered an "Unexcused Absence".

- Permission for any absences, other than illness, must be requested and approved by the director of education. An "Absentee Request Form" (available in the student library) must be completed and signed at least 24 hours prior to the absence. Failure to do so will result in an "unexcused absence".

- A student with three (3) absences, over no less than three (3) different days or three (3) consecutive classes of the same course due to illness are required to bring in a doctor's note. Failure to provide a doctor's note will result in "Unexcused Absence(s)". The Practitioner-certified Absence Note will be held in the students file and record.

- A student with three (3) unexcused absences, over no less than three (3) different days or three (3) consecutive classes of the same course, will receive

a written notice of warning from the Registrar. Each subsequent unexcused absence will warrant an additional written notice of warning.

- Three (3) written notices of warning, delivered to the same student, may be considered grounds for dismissal at the discretion of the Director of Education.

Student Code of Conduct

Students
Position(s) Responsible

September 1 2016
Implementation Date

August 2026
Date of Last Revision

Purpose:

The purpose of the Student Code of Conduct is to establish the standards of behaviour expected of students at the Canadian College of Performing Arts (CCPA or the College) and to support a safe, respectful, inclusive, and professional learning environment.

CCPA's programs are collaborative and intensive by nature. Students work closely with one another, faculty, staff, guest artists, and industry professionals in classrooms, studios, rehearsal spaces, performance venues, and other shared environments. The code of conduct establishes the standards of professionalism, respect, responsibility, and accountability necessary for these environments to function effectively.

The code also provides a common framework for addressing conduct that does not meet CCPA's expectations and for ensuring that concerns are addressed consistently, fairly, and in accordance with applicable College policies and procedures.

The code is intended to complement, rather than replace, CCPA's other policies and procedures. Where a more specific policy or procedure applies, that policy or procedure will govern.

For the purposes of this policy, a “student” is any individual currently enrolled in a program or workshop at the Canadian College of Performing Arts.

This policy includes activities hosted by both the Canadian Heritage Arts Society (CHAS or the Society) and the Canadian College of Performing Arts (CCPA or the College).

Policy:

Success in professional performing arts training requires commitment, discipline, respect, and cooperation. The Canadian College of Performing Arts (CCPA or the College), operated by the Canadian Heritage Arts Society (CHAS or the Society), is committed to maintaining a learning and working environment that promotes the respectful, equitable, and fair treatment of all students, staff, faculty, guest artists and members of the Society and College communities.

The standards detailed here are intended to foster a professional learning environment and help students develop the personal conduct and self-discipline expected in the performing arts industry.

While on College premises or in the course of activities or events hosted by CHAS or CCPA, students must:

- comply with all policies issued by the College and made available, in terms of conduct there are policies specifically noted above
- conduct themselves in a professional, mature, considerate, and respectful manner at all times
- treat fellow students, employees, contractors, visitors and general public with dignity and respect, and refrain from behaviour that is threatening, intimidating, discriminatory, harassing, physically aggressive, or otherwise inappropriate
- maintain professional boundaries while on College premises or engaged in College activities. Personal and/or intimate relationships must not interfere with the learning environment or create discomfort or perceptions of favouritism for students or staff
- not initiate physical contact with others without consent, and will follow guidelines for physical contact in rehearsal and training for the protection of all involved
- arrive on time, prepared for classes and rehearsals, and maintain appropriate standards of personal hygiene and professional appearance; consult the director of education prior to making any major changes to their appearance that could affect casting or program requirements including changes to hair colour and style, facial hair, piercings, or tattoos

- obtain permission from the director of education to attend any external auditions that may interfere with program requirements; students may not audition for competitions (including, but not limited to, reality TV contests)
- promptly inform the director of education of any industry-related contracts garnered while enrolled in a program
- obtain permission from the instructor, before using laptops, phones, tablets, digital assistants like smart watches or other electronic or recording devices in class or during rehearsals
- not capture, share or post online photographs, videos, audio recordings, or other content from classes, rehearsals, or College activities without the prior consent of the College and everyone identifiable in the content;
- obtain permission from the College before bringing a guest onto College premises; guests must remain in designated public areas unless accompanied
- respect the College facilities and property, and not steal, misuse, destroy, or deface the property of CHAS or CCPA, its landlord, and/or its landlord's tenants, students, staff, or visitors including third party contractors
- not smoke, hold lighted or use tobacco or any other legal or illegal substance, or e-cigarettes in or on Canadian College of Performing Arts premises
- not consume, possess, distribute, or be under the influence of alcohol, illegal drugs, controlled substances, or intoxicants while engaged in CCPA activities or at CCPA supervised premises
- comply with all applicable federal, provincial, and municipal laws and regulations

Students are expected to clearly identify and maintain boundaries with other students to maintain positive professional relationships. When students interact off-campus, students are responsible for their own behaviour and interactions. Mature students (over 25 years of age) may not date any student more than five (5) years younger than them.

Students are expected to understand and comply with this **Code of Conduct** throughout their enrolment in a program of the Canadian College of Performing

Arts. Students requiring clarification about this policy should consult the College Directors.

The examples above are intended to illustrate expected standards of conduct and prohibited behaviours. They are not exhaustive. Conduct inconsistent with the spirit or intent of this policy may also result in disciplinary action.

Students who fail to comply with this code of conduct may be subject to disciplinary action in accordance with College policies and procedures. Depending on the nature and seriousness of the conduct, disciplinary measures may include warnings, restrictions, suspension, or immediate dismissal from the College.

Dismissal Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2026
Implementation Date

August 1 2026
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College), operated by the Canadian Heritage Arts Society (CHAS or the Society), is committed to providing a safe, respectful, equitable, and supportive environment in which students can learn, create, rehearse, perform, and develop as emerging performing artists.

Dismissal from a CCPA program is a serious decision and will not be taken lightly. The purpose of this policy is to establish reasonable grounds and a fair, consistent, and transparent process for dismissing a student from a program of the College.

This policy applies to all students enrolled in a program of study at CCPA, including students participating in classes, rehearsals, productions, performances, workshops, work experience or other activities forming part of their program.

For the purposes of this policy, a “student” is any individual currently enrolled in a program or workshop at the Canadian College of Performing Arts.

CCPA will administer this policy in a manner that is:

- fair and reasonable;
- proportionate to the nature and seriousness of the conduct;
- consistent with applicable College policies and procedures;
- respectful of the dignity of all individuals involved;
- responsive to the circumstances and context of the concern;
- mindful of power imbalances and the impact of conduct on other members of the College community; and
- consistent with applicable legislation and PTIRU requirements.

The College will consider the nature, seriousness, frequency, duration, context, impact, and circumstances of the conduct, as well as any relevant previous conduct or disciplinary history.

Dismissal is not required to follow progressive discipline where the circumstances warrant a more serious response. Conversely, a student will not be dismissed solely because a specified number of warnings has been reached.

Grounds for Dismissal

A student may be dismissed where, following a fair review of the circumstances, the College determines that dismissal is a reasonable and proportionate response.

Reasonable grounds for dismissal may include, but are not limited to:

1. Serious or Repeated Violations of College Policies

Serious or repeated violation of the **Student Code of Conduct**, student policies, student handbook, student enrolment contract, or other applicable College requirements.

2. Harassment, Discrimination, Bullying, or Other Harmful Conduct

Conduct that constitutes harassment, discrimination, bullying, intimidation, threats, violence, retaliation, reprisal, or other serious or repeated conduct that undermines the safety, dignity, or well-being of members of the College community.

3. Sexual Misconduct or Serious Boundary Violations

Sexual misconduct, sexual harassment, exploitation, or serious violations of professional or interpersonal boundaries, including violations involving student-to-student or adult-to-student relationships or interactions.

Where conduct falls within the **Sexual Misconduct Policy** or another specialized policy, that policy and its procedures will apply.

4. Unsafe Conduct

Conduct that creates a significant or unreasonable risk to the physical or psychological safety of a student, employee, faculty member, guest artist, volunteer, audience member, or other member of the College community.

This may include unsafe conduct during classes, rehearsals, technical activities, productions, performances, work placements, travel, or other College-related activities.

5. Conduct Affecting the Performing Arts Learning Environment

Serious or repeated conduct that materially interferes with the ability of other students or faculty to participate in classes, rehearsals, productions, performances, or other educational activities.

This may include persistent disruptive behaviour, refusal to follow reasonable direction related to safety or instruction, serious breaches of rehearsal or performance protocols, or conduct that materially undermines a collaborative learning environment.

6. Failure to Meet Attendance Requirements

Failure to meet the attendance requirements established in the **Attendance Policy**, where the circumstances meet the grounds and process established in that policy.

Attendance-related dismissal will not occur automatically solely because a student has received a specified number of warnings. The College will consider the student's attendance record, any applicable notice or probation process, the reasons for absences, and the requirements of the program.

7. Academic Dishonesty

Serious or repeated academic dishonesty, including plagiarism, fabrication, cheating, or other forms of academic misconduct, in accordance with the **Academic Honesty Policy**.

8. Misrepresentation or Falsification

Falsification, material misrepresentation, or fraudulent submission of information relating to admission, academic records, bursaries, financial arrangements, immigration or study authorization, or other College requirements.

9. Alcohol or Drugs

Serious or repeated violation of the Code of Conduct and Handbook references to consumption of alcohol and drugs, including conduct involving alcohol or drugs that creates a safety concern, materially interferes with educational or production activities, or otherwise constitutes serious misconduct.

10. Failure to Meet Program Requirements

Failure to meet essential academic, attendance, participation, performance, behavioural, or other requirements of the program where the student has been

provided with reasonable information about the requirements and, where appropriate, an opportunity to improve.

Academic or artistic evaluation decisions must not be used as a disciplinary dismissal process. Where dismissal is based on failure to meet program requirements, the applicable academic or evaluation process must be followed.

11. Financial Obligations

Failure to meet financial obligations under the student enrolment contract, including failure to comply with an agreed payment plan, may result in withdrawal or dismissal where permitted by the enrolment contract and applicable legislation.

Before taking action on financial grounds, the College will provide reasonable notice of the amount owing and an opportunity to address the outstanding account, subject to the terms of the enrolment contract.

Financial dismissal will be administered separately from disciplinary dismissal where appropriate.

12. Violation of Law

Conduct that constitutes a serious violation of law may constitute grounds for dismissal where the conduct is reasonably connected to the student's participation in the College or has a significant impact on the safety, integrity, or functioning of the College community.

An allegation, charge, or investigation by a law-enforcement agency does not, by itself, establish that a student committed misconduct. The College may nevertheless take appropriate interim measures where necessary to protect the College community.

13. Serious Breach of a Student's Obligations

Any other serious breach of the student's obligations under the student enrolment contract, College policies, or other reasonable requirements communicated to students, where dismissal is a proportionate response in the circumstances.

Progressive and Proportionate Responses

Not every violation will result in dismissal.

Depending on the nature and circumstances of a concern, the College may respond through one or more of the following measures:

- conversation, coaching, or direction to modify behaviour;
- education, training, or corrective measures;
- a facilitated discussion, mediation, or restorative process, where appropriate;
- a formal warning or written reprimand;
- an educational or behavioural improvement plan;
- probation with specified conditions;
- restrictions on participation in particular College activities or environments;
- changes to educational, rehearsal, performance, or other arrangements;
- removal from a particular class, rehearsal, production, performance, placement, or activity;
- temporary suspension or other interim removal;
- dismissal from the program; or
- other appropriate action under a College policy or procedure.

The College may proceed directly to a more serious response, including dismissal, where the nature or seriousness of the conduct makes progressive discipline inappropriate.

Interim Measures and Suspension

Where the College reasonably believes that immediate action is necessary to protect the safety, dignity, or well-being of members of the College community, to protect the integrity of an investigation, or to prevent significant disruption to educational or production activities, the College may impose interim measures.

Interim measures may include:

- temporary suspension from classes, rehearsals, performances, productions, or other College activities;
- restrictions on contact with particular individuals;
- restrictions on access to College facilities;

- changes to class, rehearsal, production, or performance arrangements; or
- other reasonable temporary measures.

An interim suspension or other interim measure is not a finding that the student has engaged in misconduct and does not constitute dismissal.

The College will provide the student with information about the reason for the interim measure, to the extent reasonably possible, and will review the measure as appropriate while the matter is being addressed.

Procedure

1. Concern or Complaint

Concerns regarding student conduct may be raised by students, faculty, staff, guest artists, volunteers, members of the public, or other individuals with relevant information. These can be raised in person or in writing, however a formal complaint must be made in writing.

Concerns should normally be directed to the Director of Education or another designated College leader in accordance with the applicable College policy.

Where a concern falls under a specialized policy, such as the **Sexual Misconduct Policy**, that policy and its procedures will apply.

2. Initial Assessment

The Director of Education, or designate, will conduct an initial assessment to determine:

- the nature and seriousness of the concern;
- whether immediate or interim measures are required;
- whether another College policy or procedure applies;
- whether the concern should be addressed informally or through a formal process; and
- whether further inquiry or investigation is required.

The College may consult with other appropriate individuals in conducting this assessment while maintaining confidentiality to the extent reasonably possible.

3. Notice to the Student

Where a formal disciplinary process is initiated, the student will normally be informed in writing of:

- the nature of the concern
- the policy or requirement that may have been breached
- the potential consequences, including the possibility of dismissal
- the opportunity to respond to the concern

The student will be given a reasonable opportunity to provide relevant information, documentation, or other evidence and to identify individuals who may have relevant information.

4. Student Response

The student will have an opportunity to respond to the concern before a final disciplinary decision is made, except where immediate action is necessary and the student cannot reasonably be heard beforehand.

A student may identify relevant circumstances, provide supporting information, and respond to the allegations or concerns.

Where appropriate, the College may meet with the student more than once or seek additional information before making a decision.

5. Inquiry or Investigation

The College will conduct such inquiry or investigation as is reasonably necessary to determine the facts and circumstances.

The scope and duration of an investigation will depend on the nature and complexity of the matter. The College will make reasonable efforts to address matters in a timely manner but will not impose an arbitrary deadline that could compromise a fair process.

The College may interview individuals, review relevant documents or records, and consider other information reasonably relevant to the concern.

6. Determination

Following the review or investigation, the Director of Education, or another designated decision-maker, will determine whether the concern is substantiated, in whole or in part.

The decision-maker will consider the available information and the student's response and will determine the appropriate response based on the circumstances.

Possible outcomes include:

- the concern is unsubstantiated and no further action is required;
- the concern is substantiated and an educational, corrective, warning, probationary, or other response is appropriate; or
- the concern is substantiated and dismissal is warranted.

7. Written Decision

Where formal disciplinary action is taken, the student will receive a written decision setting out:

- the determination
- the policy, requirement, or obligation involved
- the key reasons for the decision
- the action being taken
- any conditions that apply
- information about the student's right to use the **CCPA Dispute Resolution Process**

Where the outcome is dismissal, the written decision will constitute the student's formal notice of dismissal.

A copy of the decision and relevant documentation will be retained in the student's record in accordance with applicable legislation and CCPA's records-management requirements.

8. Authority to Dismiss

The Managing Director or designated senior educational administrator will have authority to approve a student's dismissal following completion of the applicable process.

Where the Managing Director is directly involved in the matter, has a conflict of interest, or is otherwise unable to act impartially, another appropriately designated senior College leader or Board Governor will act as decision-maker.

The Board Governors do not ordinarily participate in individual student disciplinary decisions. Its role is one of governance and oversight rather than operational student discipline. However, they will participate in the Dispute Resolution Process and hear appeals as required.

9. Notice of Dismissal

A student who is dismissed will receive a written notice of dismissal.

The notice will identify the effective date of dismissal and the basis for the decision.

Where immediate removal from the College is necessary for safety or other serious reasons, the College may require the student to leave the premises immediately following notice of dismissal or interim suspension.

A dismissed student will not be permitted to access College premises or participate in College activities except with prior authorization from the College.

The College will make reasonable arrangements for the student to retrieve personal belongings.

10. Student Records and Transcript

The College will maintain student records relating to dismissal in accordance with PTIRU requirements and applicable privacy legislation.

Where applicable, the College will issue the student's transcript and maintain records required by the Private Training Regulation.

PTIRU regulations require institutions to retain specified student records following dismissal and require the institution to maintain records relating to notices of dismissal and documents concerning the dismissal.

11. Tuition, Fees and Refunds

Dismissal does not, by itself, determine the amount of tuition or fees that may be retained or recovered.

For an approved program, CHAS will calculate any refund or amount owing in accordance with the student's enrolment contract, the **Tuition and Fee Policy**, and the applicable requirements of the Private Training Regulation.

Where a refund is required, CHAS will issue the refund within the time required by applicable legislation. Under the current Private Training Regulation, applicable tuition and fee refunds following dismissal must generally be paid within 30 days of the date the institution provides the notice of dismissal.

The College will maintain documentation showing how any applicable refund was calculated.

12. Access to Dispute Resolution

A student who disagrees with a decision made under this policy may initiate the **Dispute Resolution Process**.

The **Dispute Resolution Process** is separate from the initial disciplinary investigation and provides an avenue for a student to have a complaint reviewed in accordance with an established procedure.

A student may be represented by an agent or lawyer in the dispute resolution process, and CHAS/CCPA will not charge a fee for using the process.

The dispute resolution process will be administered in accordance with applicable PTIRU requirements, including the requirement that a student complaint be finally resolved within 30 days of the complaint being made and that the student receive written reasons for the decision.

13. PTIRU

Students enrolled in an approved program who believe they have been misled by the institution regarding a significant aspect of their program may, after exhausting the College's dispute resolution process, be eligible to make a complaint to the Private Training Institutions Regulatory Unit (PTIRU).

PTIRU advises that such complaints must generally be made within one year of the date the student completes, withdraws from, or is dismissed from the approved program.

PTIRU does not generally adjudicate ordinary academic, disciplinary, harassment, bullying, or discrimination complaints as tuition-refund claims; those matters may be subject to other applicable processes or authorities.

Confidentiality and Privacy

CHAS/CCPA will make reasonable efforts to protect the confidentiality of information obtained during a disciplinary process.

Information will only be collected, used, disclosed, and retained in accordance with applicable privacy legislation and College policy.

Confidentiality does not prevent the College from taking steps reasonably necessary to investigate or respond to a concern, protect members of the College community, comply with legal obligations, or communicate decisions to individuals who have a legitimate need to know.

Protection from Retaliation

Retaliation or reprisal against a person who raises a concern, participates in an investigation or review, provides information, or supports another person in raising a concern is prohibited.

Retaliation may constitute a separate violation of College policy and may result in disciplinary action, up to and including dismissal.

Legal and Regulatory Requirements

Nothing in this policy limits CHAS/CCPA's ability to take action necessary to comply with applicable law, protect the safety and well-being of members of the College community, or meet its regulatory obligations.

Where conduct may constitute a violation of law, the College may make a report to an appropriate authority where required or otherwise permitted by law.

CHAS/CCPA will not treat a criminal charge, allegation, or police investigation as proof of misconduct. The College may, however, take appropriate interim measures while external proceedings are underway where necessary to protect the College community or the integrity of the educational environment.

Student Grade Appeal Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 1 2025
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College) provides an opportunity for all students to appeal their grades in a fair and reasonable manner.

Grade Appeal

The College recognizes the right and responsibility of its faculty and staff to assess student performance and impose discipline in appropriate circumstances. The College also recognizes the right of students to be assessed in a manner that is fair, just, and reasonable. There are two grounds for appealing the decision of the assessor:

- If there has been a material error or irregularity in the formal evaluation process; and/or
- If the student's performance was adversely affected by extenuating circumstances.

The student may not appeal the assessment decision of an instructor on the grounds of academic judgement. This may relate, but is not limited to:

- assessment marks
- assessment feedback
- academic honesty
- course content and/or learning outcomes

Students who wish to appeal a grade must meet with the instructor of the course to ascertain whether a material error or irregularity in grading occurred. If the appeal is upheld, the permission for and timing of a re-write or reassessment will be determined at the discretion of the instructor and director of education. Students must initiate the appeal process in writing within seven (7) days of receiving a grade. The re-write or reassessment must be completed, and the final results reported to the registrar, within 30 days of issue of a report card.

Procedure

1. The student sends written notice of appeal to the Registrar's Office within seven (7) days of receiving the grade, along with the $75.00 re-write/re-evaluation fee.

2. The registrar will notify the relevant instructor and the director of education within two (2) working days of receiving the written appeal.

3. The instructor or director of education will meet with the student within five (5) working days of receiving notice from the registrar to discuss the basis for the appeal.

4. If the appeal is upheld, a decision for re-assessment will take place between the instructor and the student.

5. Final results of the appeal must be reported to the Registrar's Office within 30 days of issue of the grade or report card.

6. Failing a satisfactory resolution at the instructor level, the student may choose to take their appeal to the director of education who will investigate the matter.

Student Statement of Rights

Staff, & Students
Position(s) Responsible

June 29 2021
Implementation Date

August 2026
Date of Last Revision

Statement:

Canadian College of Performing Arts (CCPA or the College) is certified with the Private Training Institutes Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

- You have the right to be treated **fairly** and **respectfully** by the institution.
- You have the right to a **student enrolment contract** that includes the following information:
    - amount of tuition and any additional fee for your program
    - refund policy
    - if your program includes a work experience; if yes, it must also include the requirements to participate in the work experience and the geographic area where it will be provided
    - whether the program was approved by PTIRU or does not require approval
- Make sure you read the contract before signing. The institution must provide you with a signed copy.
- You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.

You have the right to make a claim to PTIRU for a tuition refund if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program

You must file the claim within one year of completing, being dismissed, or withdrawing from your program.

For more information about PTIRU and how to be an informed student, go to: http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student.

Tuition and Fee Policy

Staff & Students
Position(s) Responsible

June 30 2019
Implementation Date

August 2026
Date of Last Revision

Policy:

Programs provided by the Canadian College of Performing Arts (CCPA or the College), owned and operated by the Canadian Heritage Arts Society (CHAS or the Society) are subject to tuition and fees as detailed in student contracts.

Students are required to pay their tuition and fees by their respective due dates based on the payment plan that the students have selected in the **Student Enrolment Contract**. Students may change their payment plan at any time prior to the finance fee deadline of their current payment plan. In the event that a student chooses to change payment plans the student will ensure that all overdue payments are paid in full at that time.

Students may charge incidentals to their account (such as merchandise orders or event tickets) if their account is in good standing.

If a student chooses to withdraw, defer, or are dismissed from a program, then a reconciliation of their account will be undertaken to determine any tuition or fees owing or whether a refund is required as outlined in this document and in their contract.

Payments

Payments for all account charges, including tuition and fees, can be made in one of the following anys:

- cash
- cheque payable to the Canadian Heritage Arts Society
- credit/debit card (triggers a surcharge depending on payment plan)
- money order

- wire transfer
- e-transfer to finance@ccpacanada.com.

Cash payments amounting to more than $2,500 may be accepted if accompanied by an original copy of the withdrawal slip from the financial institution. CHAS/CCPA reserves the right to refuse a cash payment at any time, for example if the origin of the cash is deemed suspicious.

Unless a **Tuition Plan Extension Request Form** has been received by the office and pre-approved, compounding interest charges of 2% per month will be charged on all unpaid accounts more than 30 days overdue, up to a maximum of 5% per annum.

A Non-Sufficient Funds (NSF) fee of $40.00 will be charged on any returned NSF cheques.

Refunds

As per PTIRU regulations, CHAS/CCPA must pay any tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided in the case of a no-show student.

Refund Policy

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
Before program start date, institution receives a notice of withdrawal:	
• No later than seven days after student signed the enrolment contract, and • Before the program start date.	100% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and unused aircraft utilization fees.

• More than seven days after student signed the enrolment contract, and • Before the program start date.	Institution may retain up to 10% of tuition, to a maximum of $1,000 paid or payable under a contract.
After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):	
• No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal	Institution may retain up to 10% of tuition, to a maximum of $1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely-asynchronous distance-education-only programs):	
• After the program start date, and up to and including 10% of instruction hours have been provided.	Institution may retain up to 10% of tuition paid or payable under a contract.
• After the program start date, and after more than 10% but before 30% of instruction hours have been provided.	Institution may retain up to 30% of tuition paid or payable under a contract.
• After the program start date, and after more than 30% but before 50% of instruction hours have been provided.	Institution may retain up to 50% of tuition paid or payable under a contract.
• After the program start date, and after more than 50% of instruction hours have been provided.	No refund due
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
• A student does not attend the first 30% of the program.	Institution may retain up to 50% of the tuition paid under a contract.
Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
Institution receives a refusal of study permit (applies to international students requiring a study permit):	

• Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: a. The program start date in the most recent Letter of Acceptance b. The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance.	100% tuition and all related fees, other than application fee.
Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
Before program start date, institution receives a notice of withdrawal:	
• No later than seven days after student signed the enrolment contract, and • Before the program start date.	100% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and aircraft utilization fees.
• More than seven days after student signed the enrolment contract, and • Before the program start date.	Institution may retain up to 10% of tuition, to a maximum of $1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to only approved solely-asynchronous distance-education-only programs):	
• No later than seven days after the program start date	Institution may retain up to 10% of tuition, to a maximum of $1,000 paid or payable under a contract.
• Student has **completed** no more than 10% of the program	Institution may retain up to 10% of tuition paid or payable under a contract.
• Student has **completed** no more than 10% but less than 30% of the program	Institution may retain up to 30% of the tuition paid or payable under a contract.

• Student has **completed** more than 30% but less than 50% of the program	Institution may retain up to 50% of tuition paid or payable under a contract.
• Student has **completed** 50% or more of the program	No refund due
Approved Programs – All Delivery Methods	Refund Due
Student enrolled in a program without having met the admission requirements for the program	
• If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
• The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.	100% tuition and all related fees, other than application fees
Refund of Aircraft Utilization Fees	
The institution must refund unused aircraft utilization fees paid by or on behalf of a student if any of the following apply: • Student provides notice of withdrawal • Institution provides notice of dismissal • Student completes the program • Student does not attend any of the first 30% of the hours of instruction of the program	

Refund Process

- Need for a refund is established by the Office of the Registrar as a result of withdrawal or dismissal; which must be confirmed in writing.

- The Office of the Registrar notifies the finance department of the need for a reconciliation of the student account. the finance department reconciles the student's account within 3 working days of receiving the notification of need.

- Either a refund payment or a statement of balance owing is reviewed by the managing director, and then issued from the finance department as per the above terms of this policy.
- In exceptional circumstances, the managing director can negotiate refunds or balances owing.

Uniform Policy and Dress Code

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 2026
Date of Last Revision

Policy:

The Canadian College of Performing Arts (CCPA or the College) endeavours to create a respectful, professional, and inclusive environment for students of all genders, identities, and body types. The purpose of the Uniform Policy and Dress Code is not to suppress individuality or personal expression. Rather, it is intended to establish a professional, neutral, and consistent appearance that allows students to move freely, participate fully in their training, and remain focused on the work. Neutral attire also helps create a cohesive environment in classes, rehearsals, productions, and public-facing activities, while minimizing distractions such as prominent logos, text, or graphics.

Students are expected to use good judgement and to maintain an appearance appropriate to a professional performing arts training environment. Where specific requirements apply to a class, production, event, or performance, those requirements take precedence.

Students are strongly advised to come prepared with layers of clothing, allowing them to adjust to seasonal temperatures and levels of physical activity in classes and rehearsals. Each student is supplied with a locker to store gear.

In general, students will wear neutral, loose-fitting athletic attire through their working day. Clothing should enable students to move freely and comfortably during all classes while presenting a neutral, professional appearance. Clothing should be free of distracting logos, graphics, or text. **Each student must have one set of stage blacks for when required in class or backstage for production purposes.**

Unless otherwise listed below, individual instructors will advise students regarding acceptable accessories, footwear, and/or costumes.

Important:

- Name tags must be worn for the first month of the program. Students are also required to wear a name tag for guest instructors, including workshops and masterclasses.
- Appropriate & respectful coverage must be maintained in all forms of class attire. Streetwear, jeans, ripped or torn clothing, revealing clothing, vulgar or profane depictions, bare midriffs, and clothing with prominent text or logos are not permitted.
- Specific classes may require the removal of jewelry, piercings, and/or hats for safety, movement, or professional presentation.
- It may be required that tattoos be covered for performances, and it is the student's responsibility to acquire appropriate makeup for coverage. If students wish to acquire a new tattoo after the time of enrollment, they must seek permission from the director of education as it may impact casting and production requirements.
- All students must wear appropriate supportive undergarments to all classes (examples include dance belts and sports bras).
- Students must seek permission from the director of education if they wish to change their hair colour or style during their studies as this may impact casting and production requirements.

The Uniform Policy and Dress Code apply during all classes, events and rehearsals in the program. **Repeated failure to adhere to this policy may result in disciplinary action.**

Should you have concerns about any of the following, please do not hesitate to ask for clarification from the director of education.

Specific Class or Performance Dress Codes:

<u>Ballet (All Levels)</u>

- Fitted black t-shirt or leotard (no halter top leotards). You may have a second leotard of a different colour
- Black- or skin-coloured tights, or black shorts

- Black- or skin-coloured soft ballet slippers to match with tights/shorts
- Hair in secure bun off the face or ponytail, or, if the hair is shorter, held off the face with a headband
- Skirt or ballet wrap (optional)
- Dance belt

Jazz/Contemporary (All Levels)

- Dancewear as for ballet (tights for contemporary need to be footless), or jazz pants and tops (all black)
- Black jazz shoes, thin black cotton socks

Tap (All Levels)

- Fitted black dance wear, t-shirt or leotard (sports bra for support if needed), shorts/capri length dance pants (no jeans or long pants)
- Low rise black socks

Tap shoes: black lace up jazz tap shoes with full leather sole (no split sole)

Musical Theatre Styles (All Levels)

- Dance wear as for jazz
- Black jazz shoes or black character shoes (2½ inch heel)
- Rehearsal skirt (may be available from CCPA costume loft when required)
- Knee pads (optional)

Actor Class / Actor's Movement / Physical Theatre

- Neutral loose fit athletic attire—yoga tights are permitted
- One set of stage blacks for when needed
- Attire must be free of large logos or text
- Bare feet (socks may be removed)

Production Rehearsals

- As determined by the production manager or director and may vary according to the requirements of the production, rehearsal, character, movement work, or staging.

CCPA Front of House & Performance Dress (Events)

CCPA Performance Dress is intended to provide a consistent, professional appearance when students are representing the College in public-facing settings.

- CCPA performance shirt with CCPA logo (purchased upon enrolment)
- Black dress pants or skirt (at least knee length)
- Black socks or tights (black or skin toned)
- Black dress shoes (character shoes are acceptable)
- On occasion, a white formal shirt may be required instead of the performance shirt

Jeans, fitness pants, and leggings are not acceptable as CCPA Performance Dress. Accessories like jewelry should be kept to a minimum.

Vulnerable Sector Policy

Staff, Faculty, Students, & Guest Artists
Position(s) Responsible

August 12 2020
Implementation Date

August 2026
Date of Last Revision

Policy:

The Canadian Heritage Arts Society (CHAS or the Society) and the College of Performing Arts (CCPA or the College) are aware that its staff, faculty, and students may have dealings with members of the Vulnerable Sector through activities they deliver. CHAS/CCPA wants to take appropriate steps within its power to prevent opportunities for abuse, neglect, and harm from arising. CHAS/CCPA wants further to ensure that, should they occur, incidents of abuse, neglect, and harm to any member of the vulnerable sector are reported immediately to the managing director.

Definitions

"Vulnerable Sector" includes minors (persons under the age of 19 years) and Vulnerable Adults.

"Vulnerable Adults" are persons who, because of age, a disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by persons in positions of authority or trust relative to them.

Regulations:

Notwithstanding any other CHAS/CCPA policy:

- No student who is a member of the vulnerable sector will participate in any activity that involves nudity, partial nudity or is in any way sexually explicit.
- Physical contact with a member of the vulnerable sector is to be avoided where reasonably possible.
- When physical contact with a member of the vulnerable sector on the part of staff, faculty, or another student is reasonably necessary, it is only

permissible if done in the presence of two persons who are not members of the Vulnerable Sector (except in the case of an emergency, i.e., first aid).

- When physical contact with a member of the vulnerable sector is reasonably necessary, it is to be kept to an absolute minimum.
- If any staff, faculty or student becomes aware that a member of the vulnerable sector has suffered or is about to suffer abuse, neglect, or harm of any kind, they will promptly report the same to the managing director.
- CHAS/CCPA will ensure that all staff and faculty members who may have dealings with members of the vulnerable sector through their activities must have first provided a criminal record check satisfactory to CHAS.

Withdrawal Policy

Staff, Faculty, & Students
Position(s) Responsible

September 1 2016
Implementation Date

August 2026
Date of Last Revision

Policy:

If a student decides to withdraw from a program, they must provide a dated, written notice of withdrawal to the Office of the Registrar, who will notify the director of education. Refunds are calculated according to the student contract and **Tuition and Fee Policy** and require written notice of withdrawal being received to determine reconciliation of the student's account.

Any student who withdraws from the College will be required to remove all belongings from the facilities at the earliest option following withdrawal confirmation. A withdrawing student is responsible for their own travel arrangements and any expenses incurred due to withdrawal from a program.

Procedure:

- The student must provide a written notice of program withdrawal to the Registrar's Office. The student may request a meeting with the director of education at any time to discuss the reasons or factors involved in their withdrawal.
- The registrar will notify the director of education within 24 hours of receiving notice from the student. The director of education may choose to follow up directly with the student at this time.
- All financial accounts for the student will be reconciled, and refunds or balances owing will be communicated as per the **Tuition & Fee Policy** within 30 days of written notice of withdrawal.
- The registrar will create and upload a student archive (enrolment contract(s), transcript(s), credential(s), withdrawal paperwork), and proof of refund (e.g. proof of e-transfer) to the PTIRU portal within 60 days.