



DISTINCTION COLLEGE GENERAL RULES AND REGULATIONS

Students are required to READ AND SIGN this document before being accepted to Distinction College and to confirm their understanding and acceptance of the Rules and Regulation governing Distinction College. All notices posted on the “school’s notice boards and elsewhere” must be read and queried with teacher if clarification is needed.

| School Fees and I.D: | |
|--|---|
| 1. | The school term last for three (3) months and begins the month in which the students starts classes. All students are required to show school passes to security and sign in the “Student Log Book” when entering the institution. School Pass must be shown when doing any transaction with the Registry/Records Department. |
| 2. | School Fees must be paid two (2) weeks before the start of each term. You must receive a signed receipt from the office or bank voucher stamped by the bank. All voucher must be submitted to the school as soon as payments are made. All fees are non-refundable. |
| 3. | All Registration fees are valid for three (3) months. If a student registers and fail to start class, they would have to re-register in order to begin classes. Registration must be renewed yearly. Note: School Fee, external examination Fees and registration fees are subjected to change early. |
| 4. | Students found tampering or exchanging their SCHOOL PASS, a disciplinary form will be placed on their records And they will not be eligible for tuition payment plan. |
| 5. | All students must have a valid school ID in order to attend classes and sit external exams (CXC, City & Guilds etc.) |
| 6. | Payment plans are given to students at the discretion of Distinction College. Students are not entitled to payment Plans. |
| Day School Dress Code (with minor exceptions for evening school): | |
| 7. | FEMALE: Are to wear black or blue jeans pants or skirts two (2) inches below the knees with Distinction College polo Shirts. ABSOLUTELY NO sleeveless tops; excessive short skirts (above knee) or shorts; low cut blouse with cleavage showing, no ripped/torn jeans, allowed. MALE: Black or blue jeans pants and Distinction College Polo-Shirt. Pants must be on the waist – ABSOLUTELY, NO pants falling off the hip with underwear showing. |
| 8. | Dress Code will be enforced at all times and checked by the Security staff on entry to the Institution. The school’s stipulated attire must be worn at all times. |
| 9. | No Slippers/Flip-flops must be worn by students; all shoes must be closed. Permitted colours, black, brown , white or any dark colour. Bright colours are prohibited. |
| 10. | No Facial rings are allowed. Females can wear one pair of small earrings. ABSOLUTELY, NO COLOURED HAIR, No hats or headgears allowed (except religious reasons). |
| 11. | All Practical Nursing, Phlebotomy, Geriatric, Housekeeping, Food Preparation and Food & Beverage students MUST be in their uniform at all times. |
| General Behaviour: | |
| 12. | All students must be punctual for all classes |
| 13. | No SMOKING (of cigarettes or marijuana) or Drugs allowed. Violation will result in immediate expulsion without refund. Absolutely, no WEAPONS (knives, guns, homemade weapons etc.) are allowed at the institution. Students found with any weapons will be expelled immediately without refund. |
| 14. | No loud music, games playing and any other forms of distraction from school work will be allowed. |

| | |
|---|---|
| 15. | Students who are constantly rude and disrespectful to teachers or disruptive will be asked to discontinue studies at Distinction College. |
| 16. | No visitors are allowed during school hours and no children are allowed. |
| 17. | Students must leave the premises after their classes have ended; the only exceptions is if they are working Assignments in groups or individually. |
| 18. | If students carelessly deface or damage any furniture, windows, toilets, computers etc, a fine (\$2,000 to \$20,000) will be imposed, or they will be asked to pay for the repair or replacement of damaged property. |
| 19. | Students found stealing (from staff, fellow student, or property) will be suspended. |
| 20. | Sexual harassment is not tolerated; anyone who is deemed to have harassed any members of staff or student will be Expelled with immediate effect. No sexual activities on the school compound are permitted. |
| 21. | Social Media: Inappropriate behaviour on social media platforms such Facebook, Instagram will not be tolerated By the School Board of Distinction College. Anyone found violating these rules will be brought before the Disciplinary Board. Depending on the severity of the Behaviour, expulsion could be immediate: Behaviours not tolerated: Slander and defamatory comments about Distinction College: Maliciously commenting and disrespecting teachers and students online; cyber-bullying; posting risky/inappropriate pictures; posting and commenting on private Opinions of persons without permission; videos of lewd, sexual connotations and posturing. |
| Admin Procedures: | |
| 22. | SBA's, portfolio, projects or test papers should not be given to office personnel's but directly to respective teachers. |
| 23. | School/exam fees must be paid at any Nova Scotia Bank (BNS) using the official Bank Voucher (collected from Front Desk). Examination Fess must be paid and voucher returned to the school by students in order to sit external exams such as City and Guilds and CXC/CAPE and NCTVET (HEART Trust). |
| 24. | Evacuation Procedures: Students must follow evacuation notices given by staff members -teachers, security etc.) |
| 25. | The college will not be responsible for cancellation of classes due to natural disaster or power outage for evening School students (evening classes). |
| Penalties for Breaking School Rules: | |
| 26. | Students who attempt to bring the school into disrepute will be suspended or expelled from the institution. |
| 27. | Students who constantly break the dress code policy of the school will be reported to the Disciplinary Committee, after which, a disciplinary form will be placed on the student's file. |
| 28. | Distinction College reserve the right to lock students out for failing to pay school fees and breaking the dress code of the Institution. |
| 29. | Students who are found breaking the rules of the institution, disciplinary action will be taken and a disciplinary form placed on their file. Students with three (3) disciplinary forms on file will be suspended. Two (2) suspensions from school will result in expulsion from school. |
| 30. | Note: Students, who have a disciplinary form on file; fail to obey the dress code and behavioural standards, will not be eligible to receive recommendations, Embassy letter, transcript etc, from Distinction College. |

I,.....agree to obey all rules and regulations set out above by Distinction College on

This Day.....MonthYear..... Signed: