



GD COLLEGE

INTERNATIONAL

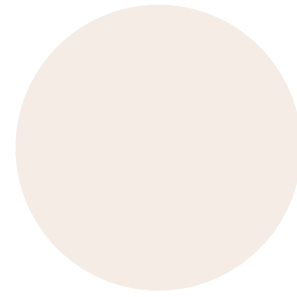
STUDENT

HANDBOOK





GD COLLEGE



ABOUT US

GD College provides diploma courses in beauty and cosmetology education in Calgary for students that want to begin a career in Esthetics or have a career change. Students receive hands-on training from highly qualified professionals who make sure that students excel with flying colours.



Office hours for International Students

7 am - 9 am (Mountain Standard Time)
6 pm - 9 pm (Mountain Standard Time)





Program

Advanced Esthetics Diploma

GD College offers an Advanced Esthetics Diploma to our international students. This is a 10-month-long program with the option of morning, evening and afternoon classes.

OPERATION HOURS

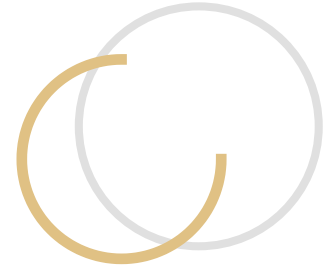
Monday - Thursday - 10 am - 3:30 pm
Saturday and Sunday - 10 am - 3:30 pm
Fridays are closed



CURRICULUM

- Introduction
- Career Foundations
- Basics
- Environment
- Physiology of Skin
- Facials
- Holistic Facials
- Microdermabrasion
- Temporary Hair Removal
- Eyebrows
- Makeup
- Fashion and Runway Makeup
- Hair Styling
- Photoshoot
- Bridal Makeup
- Nail Tech
- Lash Tech
- Skin Care
- Body Massage
- Business Marketing





Tuition FEES



- 10% of the tuition fees will be collected to ensure a seat in the program, excluding any applicable fees.
- 50 % of the tuition must be paid off on the first day of classes. The rest of the balance must be paid before the Final exams. If unpaid, students will not be allowed to take their exams. Students will be notified with a written warning, but after three warnings, the student might face suspension. GD College's next step would be to send any unresolved payment to a collection agency. Once the program is 50% completed, an extra 25% of the tuition fee will be collected.
- The remaining balance of the tuition fees will be collected when 60% of the program is collected.

Program Price

\$22,000 (20,000 TUITION+ \$2000 KIT FEES)





Registration FEE & Discounts

Registration Fee - Students applying to our programs must pay a non-transferable, non-refundable registration fee of \$500. This registration fee is required to get started with the application process.

Discounts - Discounts do not apply to International Students.





Tuition Payments

Tuition payments are due under the fee schedule arranged with the Program Coordinator at enrollment. Tuition fees include all textbooks and equipment needed for the program/course. The student acknowledges and agrees that by signing the Alberta Student Enrollment Contract for Licensed Vocational Training, the student will adhere to and follow the terms and conditions of the Alberta Student Contract; the following policies apply :

- If a student fails to make payments under the agreed-upon payment schedule, GD College may withdraw the student from their program.
- Suppose a student fails to make payments following the agreed-upon payment schedule. In that case, GD College may not arrange a practicum placement or may delay or cancel an arranged practicum placement.





Tuition Refund Policy

- The registration fee is refundable if a student terminates a student contract on or before the 4th business day after signing the admission contract.
- If the student pays more tuition than the institution is entitled to, in that case, the institution must refund the difference.
- Suppose a student or the student's parent or legal guardian withdraws from the program no later than seven days after the effective contract date and before the contract start date. In that case, GD College will refund the student or the person who paid on behalf of the student.
- Suppose a student enrolled in the program without meeting the admission requirements and did not misrepresent their knowledge or skills when applying. In that case, the institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program.
- Refunds can occur more than seven days after the effective contract date in these cases -
 1. Before 10% of the hours of instructions provided during the contract term have been provided, the institution may retain up to 25% of the tuition due under the student enrollment contract.
 2. After 10% but before 50% of the hours of instructions provided during the contract term have been provided, the institution may retain up to 60% of the tuition due under the student enrolment contract.
 3. If more than 50% of the hours of instructions provided during the contract term have been provided, the institution may retain up to 100% of the tuition fees.

Admission Requirements

GD College considers applicants based on their high school (12th) or (13th, if applicable) credentials. Students must present a well-standing position on five distinct and appropriate subjects and graduate with all the required high school documents.

GD College will approach you and send an admission package if a student meets these requirements. Once you receive the offer, you will need to accept or decline the offer of admission. Appointments of Registration are assigned once the student agrees with the offer. You can seek advice from your faculty to ensure you register for the right course. Once carefully thought upon, register as soon as possible after being admitted.

Please contact your nearest Canadian Consulate or Embassy If you require a Canadian study permit or more information regarding immigration in Canada. You can also visit cic.gc.ca/English/study/index.asp for further details.

Here are the Admission Requirements for the English Language to be eligible to study at GD College -

- Test of English as a Foreign Language (TOEFL) - 80 (IBT), with 20 in each category.
- International English Language Testing System (IELTS) - 5.5 in each skill.
- Canadian Language Benchmark Assessment (CLBA) - 60 in the overall band.
- Person Test of English (PTE) - Minimum 53





INTERNATIONAL QUALIFICATION ASSESSMENT SERVICE

The International Qualifications Assessment Service helps in assessing International educational credentials and compares them to academic standards in Canada. These assessments are designed to increase access and entry to the job market, educational institutions, and professional regulatory organizations.

Website

<https://www.alberta.ca/iqas-immigration.aspx>





GD COLLEGE MENTORING PROGRAM

Arriving and settling in a new country isn't easy; GD College offers an open-door policy regarding any questions or concerns about living in Calgary, events, transportation, study permits, study programs or anything else a student might require.

Students who have been in Calgary and GD College for a while are encouraged to international mentor students in everyday life at school and city.

The mentor program is led by - IMMIGRATION AND REFUGEE PROTECTION ACT, SECTION 91

GD College adheres to the rules and regulations set by the Canadian Government. According to this act, no person from GD College shall knowingly, directly, or indirectly represent or advise a person for consideration. It is unlawful to provide advice and counsel regarding immigration matters. Only a licensed and registered immigration consultant can be approached for help.

Visit - <https://laws-lois.justice.gc.ca/eng/acts/i-2.5/section-91.html>

WORKING IN CANADA

GD College does not offer or guarantee job placements for students. Once trained, it's the student's responsibility to find employment. But we understand that studying for ten months without earning a living takes work. In this case, your study permit comes in hand with the following advantages -

- Eligible to work off-campus without a work permit
- You are allowed to work 20 - 40 hours per week during regular classes.

To work off-campus immediately than waiting six months, you must qualify in the following -

- Have a valid study permit and be a full-time student.
- Be enrolled in a post-secondary institution in Quebec, a vocational program at the secondary level,
- Be enrolled in an academic, vocational, or professional training program for at least six months, which will lead to a certificate, diploma or degree.

To learn more and determine eligibility, refer to the Citizen and Immigration Canada (CIC) website.

<https://www.canada.ca/en/immigration-refugees-citizenship.html>



Accommodations

GD College does not provide any campus accommodations for students. If Students are interested in finding permanent housing, they can refer to Classified advertisements in the Calgary Herald and Calgary Sun newspapers, or they can visit websites like www.rentfaster.ca, www.rentspot.com or www.rentersonline.com.

Before signing any lease, it's best to remember to agree to your rental agreement with your landlord in a contract, also known as a residential tenancy agreement; for more information, call 1-877-427-4088.

If students require a temporary residence while they search for a permanent one, here are some places to look out for -

- 1. HI Calgary City Center - 520 - 7 ave SE, 1-866-762-4122 or 403-670-7580
- 1. Travelodge - 7012 Macleod Trail, 403-253-111
- 1. Ramada Limited - 2263 Banff Trail NW, 403-289-5571



Health In Canada

Canada does not cover medical or dental treatment, unlike some countries. Therefore, all international students must have the necessary insurance to cover medical care or accidents while in Canada. If students fail to secure an insurance plan, they are liable for all medical costs. A visit to a doctor can cost around \$150 - \$250 or more, depending on the examination. In case of a hospital visit, students might look up to a cost of \$2000 per day.

- To be secured and ready, it's in the student's best interest to apply for Alberta Health Care Insurance Plan (AHCIP) at <http://www.health.alberta.ca/health-care-insurance-plan.html>
- Students can download the AHCIP Application at <http://www.health.alberta.ca/AHCIP/forms.html>
- Students can also apply in person by going to their nearest registry office.





Pre-Arrival Checklist for International Students

- Once your application is approved to join GD College, you can apply for your study permit and VISA (if required according to your passport) at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/studycanada.html>.
- Next, start searching for your flights, and try to arrive a few weeks before your course starts so you can get a head start on getting familiar with the city.
- Make banking arrangements: Open a bank account, transfer money, purchase traveller's cheques, and apply for credit cards.
- Arrange for Accommodations
- Arrange private health care insurance
- Please arrange all your travel documents required to enter Canada. Avoid packing them in your suitcase, as they are required when entering Canada. These documents can include a passport (visa, if required), an immigration letter authorizing your study permit, and your GD College acceptance letter.





Student Guidelines and Policies

GD Collge requires students to follow the guidelines below:

- Being punctual and arriving prepared for each day,
- Recognizing and respecting the rights of all students to study and all instructions to teach.
- Understand that because GD College trains for careers in the Beauty industry, students must be dressed in professional attire that meets standards for the salon and spa industry. Therefore, if a student presents in clothing deemed inappropriate for training, they will be asked to leave and return in appropriate attire if required.
- Students must follow the dress code required by my campus, including wearing black scrubs.
- Students need to keep their workplace clean and sanitized after use.
- Students must respect their and fellow students' property and tools and treat the college's property and equipment carefully. Students must remember that they are responsible for their personal belongings, equipment, and books. The College is not responsible for any stolen or lost item.





Attendance

GD College places the utmost priority when it comes to attendance. Poor attendance can affect job placement opportunities after graduation.

Students who struggle to attend regularly or reach class on time will be asked to meet with the Program Co-ordinator. The Advanced Esthetics program has specified hours required for graduation.

In addition, the enrolment contract includes a 5% absence allowance plus all statutory holidays and professional development days. Therefore, students who fail to complete the necessary hours for graduation within the contracted time may face overtime tuition charges.

We recognize that life is unpredictable, some situations may be beyond our control, and students may require an extended absence from school. Therefore, students who may face these circumstances must request a leave of absence that will result in an extension of the Enrollment Contract. A leave of absence is a minimum of five days and a maximum of three weeks of absence at one time,

HOLIDAYS

GD College observes the following provincial, civic and national holidays -

- New Year's Day - 1st January
- family day - 3rd Monday in February
- Good Friday- Friday before Easter
- Victoria Day -Monday before May 25th
- Canada Day - 1st July
- Heritage Day - First Monday in August
- Labour Day - First Monday in September
- Thanksgiving Day - Second Monday in October
- Remembrance Day - 11th November
- Christmas Day - 25th December





GRADUATION REQUIREMENTS

To receive a GD College Diploma, students must satisfy the following requirements:

- Minimum 70 % Final Classroom Unit Mark
- Minimum 80% Final Practice Skill Assessment Mark
- Minimum 70% final Quiz Mark
- Completion of all required services and assignments
- Completion of necessary program hours.

Late Assignments - Assignments are due on the date set by the instructor. Handing in an assignment late takes off 15% of a student's grade. Late assignments will only be accepted under exceptional circumstances. (e.g., doctor's note)

Assessment Rewrites - At the discretion of the program's instructor, any student can take up to a maximum of two assessments if they fail to earn a passing grade of 70% of their final Classroom Unit mark.

If a student fails the two assessments, they will have to pay the model's fee and a re-examination fee of \$175.





Cheating and Misconduct

GD College does not tolerate cheating on tests, quizzes, or assignments. Academic dishonesty may include the following:

- Sharing answers to assessments with other students.
- Copying from others
- They are obtaining or looking at a test copy before the exam starts.

GD College doesn't tolerate any falsification. Some examples include:

- Providing a fake excuse for a class absence.
- Providing incorrect or false information when filling out the application, i.e., admission requirements.

Plagiarism means using someone else words, ideas, and data and passing it off as your own. GD College condemns any form of Plagiarism which may include:

- Using another student's work to submit assignments
- Downloading work or acquiring information from the web and presenting it as your own.

Every student is responsible for their property, but an investigation will occur if any student is found stealing any property from another student or the College. If proven guilty, they will be dismissed from the program.





Non-Discrimination Policy

In recognition of its responsibilities to students, faculty, staff and the community it serves, GD College reaffirms its policy to assure fair and equal treatment in all admission practices for all persons. Accordingly, we will not discriminate based on race, colour, religion, sex, marital status, sexual orientation, age (except as mandated by provincial law) or national origin, nor against any qualified disabled individual.

It is the student's responsibility to inform the College of any disabilities, physical and mental, that might in any way affect the student's academic progress.

GD College prohibits discrimination against qualified individuals with disabilities based on their disability. Qualified individuals with disabilities shall not be excluded from participating in any programs. GD College will try its best to make reasonable accommodations to meet the needs of any student with disabilities.

Harassment and Bullying
Any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended will not be tolerated. GD College is a ZERO tolerance establishment. Any bullying or harassment between students or instructors will be investigated. Those who commit such acts will be suspended or dismissed from the program.





Personal Information Privacy Act

GD College adheres to the rules of PIPA when dealing with Student's Information to protect their privacy. This act functions on Individual consent and sets limits around what information organizations may collect and how they can manage it to allow individuals to control how their information is collected, used and disclosed.

Once we get the individual's consent, we can only use or disclose personal information for the purposes provided if the notice and to the extent reasonable for that purpose.



IMAGES AND MEDIA

GD College is very proud of its instructors and students. We love to promote our students work on social media. However, we keep in mind that students may not be comfortable sharing their work, so we encourage our students to sign a release.





Complaint Process with GD College

GD College takes responsibility for the safety of its students. Therefore, it makes sure to make the environment friendly and peaceful so that no student is hesitant to come forward with their concern. Here are a few ways a student can approach us with their complaint -

Students are encouraged to verbally discuss their concerns with their program's teacher.
If the teacher cannot find a solution, the student can fill out a complaint form provided to the student during orientation or available at the reception desk.
Once the complaint form is filed, the main office will ensure that it is notified to the director.
The school will try to resolve conflicts/concerns in informal ways. However, a student can reject the resolution and await a formal response.
Once a complaint is formal, the school will update both parties on a specified timeframe to resolve it.
All complaints will be confidential.

Alternative Dispute Resolution
GD College takes disputes very seriously and adheres to the ADR Guidelines.





INVESTIGATING COMPLAINTS

The person appointed to the complaint will make sure to comply with these instructions during the investigation -

- Ensure who filed the complaint, what has happened, who was involved, and what has remained unsolved.
- Establish the nature of the complaint.
- Contact the Complainant and keep a record of their complaint.
- Keep in mind the complaint's point of view on a resolution.
- Interview those involved and eyewitnesses if applicable.

RESOLVING COMPLAINTS

Each complaint is valid in whole and part. GD College acknowledges the complainant's feelings and offers appropriate resolutions, which can be one or more of the following -

- An Explanation
- An apology by the College and those involved/found guilty.
- An assurance that such an event would never occur again.
- The complainant will be explained all the steps to resolve the case and how GD College will ensure that it never happens.
- A revisit of school policies with the complainant and take necessary steps to change if applicable
- The main office or the Director of GD College will provide the final decision to the complainant.



Orientation

Orientation is done on the first day of classes. Here are some topics that are touched upon -

1. Introductions
2. Intro to the Program, assignments, exams dates etc.
3. How to obtain your Social Insurance Number.
4. How to open a bank account.
5. How to apply for health insurance.
6. Accommodations
7. Work-life balance in Canada.
8. Job opportunities that are available after the Diploma.

