

Category: Administration	Responsible Owner: Director of Student Services	Effective Date: January 2, 2020
Policy/Form Number: 1.4	Approval Body: Board of Directors	Policy/Form Name: Regularly Scheduled Break

A. POLICY:

PURPOSE/COMMITMENT:

Columbia College students, who satisfy specified criteria, may take a Regularly Scheduled Break for one semester (time away from Columbia College studies) and still be considered a full-time student. The Regularly Scheduled Break is built in to the Columbia College Academic Calendar as of January 2, 2020, and is for one of the Fall, Winter or Summer semester and includes the break between semesters.

SCOPE:

The Regularly Scheduled Break Policy recognizes that students may want to take a one semester leave of absence, from their studies to pursue full-time work in order to finance their education or for other personal reasons.

WHEN TO USE THE POLICY:

This policy governs student requests for one Regularly Scheduled Break as a result of a request to work full-time or for personal reasons.

The policy applies to students who satisfy all of the following criteria:

1. The student Study Permit indicates that the student can work off campus (for students who wish to work during their regularly scheduled break).
2. The student has paid a non-refundable deposit equal to 3 credits to be applied to the semester following the semester deemed a Regularly Scheduled Break and an additional surcharge of \$200 for continuing coverage under GuardMe insurance. Where the student provides proof of MSP coverage to the last day of the last month of the Regularly Scheduled Break, this surcharge is waived.
3. The student was registered in at least 24 University Transfer credits in the 2 consecutive semesters immediately preceding the semester the student wishes to engage in a break, has passed 21 of the 24 credits and has a final cumulative GPA in those 2 semesters of at least 1.7.
4. A student's Academic status will be adjusted to Regularly Scheduled Break in the second week of classes in the semester in which the Regularly Scheduled Break is being taken.
5. The Regularly Scheduled Break can be either the Fall, Winter or Summer semester i.e.:
Fall 12 credits, Winter 12 credits, Summer Regularly Scheduled Break
Winter 12 credits, Summer 12 credits, Fall Regularly Scheduled Break
Summer 12 credits, Fall 12 credits, Winter Regularly Scheduled Break
6. A Regularly Scheduled Break is different (mutually exclusive) from an Authorized Leave of Absence (see proceeding Definitions).

DEFINITIONS:

Regularly Scheduled Break: A break that is part of the Columbia College Academic Calendar for either a Fall, Winter or Summer term, for students who meet established criteria. Students are still considered to be pursuing

their studies. Each Regularly Scheduled Break is for no longer than one semester at Columbia College although the maximum cumulative duration of a Regularly Schedule Break in Canada is 180 days per calendar year as per Citizenship and Immigration: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html#definitions>

Students with a valid study permit that states they can work off campus may work during a Regularly Scheduled Break.

Responsible Owner:
Director Student Services

Category: The category or grouping that the policy falls into is Education.

B. PROCEDURES:

1. Students are to fill out a “Regularly Scheduled Break” form.
2. Students are to seek permission from Student Services to engage in a break by presenting the form.
3. Student Services will meet with the student to ensure the criteria is met, documentation is in place and the student’s financial obligations for the break have been met.
4. Student Services is responsible for reviewing the form, approving it and signing it.
5. Student Services will upload the signed form to the Student Portal and categorize the Academic student status in the student information system as “Regularly Scheduled Break”.
6. Students who have received permission to engage in a Regularly Scheduled Break will need to re-apply to Columbia College if they do not return to their studies at Columbia College in the semester immediately following their Regularly Scheduled Break. Re-admission is not guaranteed as readmission will be governed by the academic regulations in effect at the time of readmission.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:
Regularly Scheduled Break

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:
Extenuating Circumstances Withdrawal
Authorized Leaves

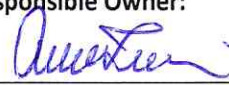
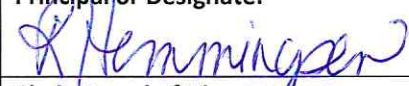

C. APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
-----------------------	-------

Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner: 	Date: Oct. 25, 2019
Principal or Designate: 	Date: Oct. 20/19
Chair, Board of Directors: 	Date: Oct 22/2019

Proposed Review Date: January 2025	Dates(s) revised:	Replaces Policy/Form Number:
---------------------------------------	-------------------	------------------------------

Regularly Scheduled Break Form

Regularly Scheduled Break Form:	
Student Name:	Date:
Student Number:	Semester Requesting Regularly Scheduled Break:
Semester Returning:	# of Credits Passed in Proceeding Semesters (Specify Year): Fall ____ Winter ____ Summer ____
Study Permit enables Student to Work: Yes No	Student Leave to: Work: ____ Personal: ____
Does student have MSP coverage to the last day of the last month of the Regularly Scheduled Break: Yes No	Approval of Counsellor:
Approval of Accounting (paid non-refundable deposit and Guardme coverage if No MSP above:	Approval of Director of Student Services:

Letter approving Regularly Scheduled Break:

Date:

Re: Confirmation of Regularly Scheduled Break:

To: Student Name and Student #

For the Fall, Winter, Summer (Year) semester, Student Name is authorized to engage in a regularly scheduled break and is scheduled to return to their studies in the Fall, Winter, Summer (Year) semester for which a tuition deposit of _____ has been paid.

Regards,

Counsellor Name
Counsellor, Columbia College