

Student Enrolment Contract Approved Program

1258637 B.C. Ltd.
Pacific Coastal College of Massage Therapy
1152 Mainland Street, Vancouver, BC V6B 4X2
1-877-868-8400
info@pccmt.ca 77500145

Pacific Coastal College of Massage Therapy is interim designated by the Private Training Institutions Branch (PTIB)

STUDENT INFORMATION

Pollock	Jenny Rose Evelyn
Last Name	First Name & Middle Name

Usual First Name 275 Alpine Street Comox BC V9M 1G1 Canada	Personal Education Number (if available)
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Mailing Address

Mailing Address in Canada (if available and different from above)
250-702-1964 jennypollock85@gmail.com

Student Telephone Number	Student Email Address
International Student: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If you are an international student: Citizenship: _____
Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Date of Birth: 1980/12/20	Gender <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary
Y Y Y Y M M D D	

Voluntary Disclosure

***You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit? Yes No
If you answered "Yes", please indicate if you are: First Nations Métis Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? Yes No

PROGRAM INFORMATION

Massage Therapy

Program Title

2200

74

2024-09-23

2026-02-23

Hours of Instruction
During Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation Diploma Certificate

Program Delivery Method (select all that apply) In-class Distance Combined

Language of Instruction: English

Required course materials and technological resources not provided by the institution (if applicable):

PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION

Program admission requirements may not be waived by the student or the institution.

Government Issued Identification showing 19 years or older

Proficiency in reading and writing English as demonstrated by a minimum grade of C in a High School Diploma or Higher Education. Failure to provide evidence of this, candidates are required to achieve at least 65% in the TrackTest™ English Proficiency Assessment Exam.

First aid and CPR Certificate

Clean Criminal Record Check

TRANSFER/ DIRECT ENT STUDENTS MUST SHOW:

- Degree/Diploma in physiotherapy with transcripts showing overall marks of 75% or higher
- Degree/Diploma in traditional Chinese medicine with transcripts showing overall marks of 75% or higher
- Completed equivalent of 1000 hours of massage training at another massage college with overall marks of 75% or higher

PROGRAM OUTLINE

Please see appended program outline.

STATEMENT OF STUDENT RIGHTS

Student Statement of Rights

Pacific Coastal College of Massage Therapy is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

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

Student Rights

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, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB 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 PTIB 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.

Student Responsibilities

You have the responsibility to:

- Learn the College's program, rules, policies and the assigned instructors.
- Follow all directives and make use of every resource and opportunity to achieve academic success.
- Request for academic assistance when needed.
- When you sign the contract, you should be prepared to pay a registration fee
- For more information about PTIB and how to be an informed student, go to:
<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>

WORK EXPERIENCE - PRACTICUM

Requirements for participation:

Enrolment and completion of Module 1-4 of Year One of the Massage Therapy Program.

Direct Entry/ Transfer Students: Completion of a Year One Equivalent Massage Therapy Program.

Estimate of the costs to complete:

If practicum is completed **in-house** at the Pacific Coastal College of Massage Therapy Campus or affiliated sister schools, zero costs will be required to complete the practicum.

If practicum is completed **externally** at a Host Organization, more than 40km away from one of the Pacific Coastal College of Massage Therapy Campus, the student may incur approximately \$500 in massage supplies costs.

Geographic area or region of the province where the work experience component will be provided:

Main practicum location will be the Pacific Coastal College of Massage Therapy, at Yaletown, Vancouver.

Date(s) on which work experience is intended to be provided:

After Module 4: August 27, 2023

Number of hours of instruction: 330 hours

REGULATORY REQUIREMENTS

In order to become a Registered Massage Therapist (RMT) in the province of British Columbia, graduates must meet the entry-to-practice requirements outlined by the College of Massage Therapists of British Columbia (CMTBC). CMTBC is a regulatory college in BC governed by the *Health Professions Act*. As mandated by the Act, it is the responsibility of CMTBC to govern their registrant in the public interest. Clarification about the "Health Professions Act" is provided in the *Health Professions General Regulations*. More information about massage therapy can be found in the *Massage Therapists Regulation*.

PROGRAM COSTS

Total tuition payable during contract term (Includes \$150 Registration Fee)	\$ 27,070
Application fee	\$150
Assessment fee (Where applicable for Transfer Students)	\$500
Administrative fee	N/A
Fees for textbooks or other course materials, including equipment and uniforms (GST/PST included)	\$ \$3090.25
Other mandatory fees (fees students must pay that are <u>not</u> in relation to an approved program)	\$ \$100/hour
Attendance Exchange, if applicable	

Exam Re-Take/Deferred Exam, if applicable

\$250/Exam

Payment Plan Fee, if applicable

\$250/Term

Domestic student application fees cannot exceed \$250 and international student application fees cannot exceed \$1,000. Assessment fees cannot exceed \$250.

TOTAL PROGRAM COSTS

\$ 30,160.25

PAYMENT TERMS

Method of payment: Cash Cheque Credit Card Other: E-transfer

Where applicable, payment plan appended.

REFUND POLICY

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% 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.
<ul style="list-style-type: none"> At least 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.

<ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	<p>Institution may retain up to 50% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Institution receives a refusal of study permit (applies to international students requiring a study permit):</p>	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> 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. 	<p>100% tuition and all related fees, other than application fee.</p>
<p>After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	<p>Institution may retain up to 30% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Institution must pay the 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 (no-show).</p>	
<p style="text-align: center;">PRIVATE TRAINING INSTITUTIONS BRANCH</p>	

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.

Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Pacific Coastal College of Massage Therapy and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Advanced Education and Skills Training, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Jenny Pollock

2024-06-07

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Kajal Khurua

2024-06-07

Signature of Institution Representative

Date Signed

ADDITIONAL STUDENT INFORMATION

PLEASE FOLLOW INSTRUCTIONS CAREFULLY

Please select which intake & class you are enrolling into:

- Massage Therapy - January Weekends
 Massage Therapy - May Weekends
 Massage Therapy - September Weekends

- 1) Please attach a copy of your Canadian Government Photo ID.
 2) Please confirm your preferred gender pronouns:

- He/Him
 She/Her
 They/Them
 Other: _____
 Do not specify

- 3) Please provide an emergency contact

Print Name: Jake toczyski Phone Number: 2508987088

- 4) Please provide your social insurance number.

SIN: 755107117

Print Name: Jenny Pollock Signature: Jenny Pollock

- 5) Your uniform for classes includes an PCCMT Professional Shirt. Please make sure you are using the measurements below for accurate sizing. Once the tags are removed from the shirt, they are considered non-refundable and non-exchangeable.

Women's Size Chart:

324T	LENGTH	CHEST	SLEEVE
XXS	26.0	34.7	6.7
XS	26.4	36.2	6.7
S	26.8	37.8	7.1
M	27.2	41.0	7.1
L	27.6	43.3	7.5
XL	28.0	45.7	7.5
2XL	28.4	48.8	7.9
3XL	32.3	52.0	7.9

Men's Size Chart:

409T	LENGTH	CHEST	SLEEVE
XS	28.3	45.7	7.9
S	29.1	47.2	8.3
M	29.9	48.8	8.7
L	31.5	51.2	9.1
XL	32.3	55.9	9.5
2XL	33.1	59.8	9.9
3XL	33.9	64.6	10.2

Shirt Size: ^M _____

Please select which chart you used:

Woman's Sizing Chart

Men's Sizing Chart

5) I understand that books/supplies are non-refundable and that the program is not currently eligible for government Student Loans.

By signing this form, I acknowledge that once the books/supplies have been sent to me, they are no longer considered refundable. A signed Payment Plan Agreement with PCCMT will also be required to finalize enrollment.

Print Name: Jenny Pollock Signature: Jenny Pollock

6) I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video without compensation. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the, but are not limited to:

- Trade show materials
- Presentations and/or course materials
- External and internal advertising
- Social media general use/advertising
- Educational videos

By signing this release, I understand:

1. Permission signifies that photographic or video recordings of me may be used for print and/or electronically at the discretion of the Pacific Coastal College of Massage Therapy.
2. There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. Your acknowledgment: By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby (please sign below).

Print Name: Jenny Pollock Signature: Jenny Pollock

- 7) Pacific Coastal College of Massage Therapy requires a minimum 85% attendance. The Ministry of Advanced Education mandates that no more than 15% of the program may be missed. Termination from the course will occur when either:

- a) The first-year student is absent for more than two days of weekend classes;
- b) The first-year student is absent for more than four days of evening classes; or
- c) The second-year student is absent for more than three days of weekend classes.

Please be aware that arriving more than 15 minutes to class or leaving early will be marked as a half day absence.

Print Name: Jenny Pollock Signature: Jenny Pollock

- 8) I understand that if I decide to withdrawal from the program, I must provide the college with written notice (withdrawal date will be effective the date the notice is received). I understand that if I am terminated from the program, PCCMT will provide written notice to me (termination date will be effective the date the notice is sent).

By signing this form, I acknowledge that I have completely read and fully understand the Withdrawal and Termination Policy at Pacific Coastal College of Massage Therapy.

Print Name: Jenny Pollock Signature: Jenny Pollock

- 9) I understand the Refund of Tuition- After Training Begins policy on my Student Enrollment Contract that states the following:

If a student contract is terminated after the vocational training begins (start date of program), the licensee is entitled to the following amounts of tuition:

- a) When 10% or less of vocational training has been provided, 30% is entitled
- b) When more than 10% but 30% or less of the vocational training has been provided, 50% of the tuition is entitled
- c) When more than 30% of the vocational training has been provided, 100% of the tuition is entitled

I understand that the Year One program is 30 weeks long and the Year Two program is 44 weeks long. The percentages above are based on the entire program, from the official start date until the official end date of the program.

By signing this form, I acknowledge that I have completely read and fully understand the Refund of Tuition policy at Pacific Coastal College of Massage Therapy.

Print Name: Jenny Pollock Signature: Jenny Pollock

10) I will read and familiarize myself with the PCCMT Student Success Guide before my first day of the program. The Success Guide is provided in the book box.

Print Name: Jenny Pollock Signature: Jenny Pollock

11) Year One students are required to maintain valid Standard First Aid and CPR (Level C) certification throughout the duration of the Massage Therapy Diploma program. Please submit a copy of your valid certification upon enrolling.

Print Name: Jenny Pollock Signature: Jenny Pollock

12) I hereby consent to receiving electronic correspondence related to my personnel file (such as financial agreements, tax forms, etc.).

Print Name: Jenny Pollock Signature: Jenny Pollock

13) Were you referred to PCCMT? Whoever referred you may qualify for a referral bonus (payable after 50% of the program has been complete). Please include their name and contact details below.

Referred by: _____ ACMT/PCMT/PCCMT Alumni? Yes No

Phone Number: _____

Email: _____

Pacific Coastal College of Massage Therapy

Program Outline

Massage Therapy Diploma Program*

Brief Program Description

The Massage Therapy Diploma Program is a two-year program that offers a comprehensive yet flexible delivery that allows students to continue working while they learn. After completion of the first and second years of the program, the students become eligible to challenge the standardized entry-to-practice exams hosted by the College of Massage Therapists of British Columbia (CMTBC).

Students will learn: human anatomy and physiology, palpation and practical massage skills including assessments and treatments in a safe and professional environment to graduate as efficient, ethical and safe massage therapists.

Career Occupation* (if applicable)

Graduates of the Pacific College of Massage Therapy would receive a Massage Therapy Diploma and be titled Massage Therapists upon successful completion of the CMTBC Board Exam.

Admission Requirements

- Government Issued Identification showing 19 years or older
- Proficiency in reading and writing English as demonstrated by a minimum grade of C in a High School Diploma or Higher Education. Failure to provide evidence of this, candidates are required to achieve at least 65% in the TrackTest™ English Proficiency Assessment Exam.
- First aid and CPR Certificate
- Clean Criminal Record Check

TRANSFER STUDENTS MUST SHOW:

- Degree/Diploma in physiotherapy with transcripts showing overall marks of 75% or higher
- Degree/Diploma in traditional Chinese medicine with transcripts showing overall marks of 75% or higher
- Completed equivalent of 1000 hours of massage training at another massage college with overall marks of 75% or higher

Learning Objectives*

Upon completion of this program the successful student will have reliably demonstrated the ability to:

Define and identify anatomy, physiology, homeostasis, metabolism and pathology

Define and describe the levels of structural organization of the human body

Pacific Coastal College of Massage Therapy
Program Outline
Massage Therapy Diploma Program*

Define the body systems and explain how they relate to each other
Demonstrate appropriate written communication
Demonstrate appropriate electronic communication
Demonstrate knowledge of federal, provincial, and regional requirements to run a small business
Demonstrate appropriate communication with patients
Demonstrate appropriate charting of treatment sessions
Demonstrate critical thinking necessary to modify techniques, positioning, assessment, exercise, in reference to, patient, history and stage of life
Perform vital signs assessment
Recognize when patient may benefit from community services
Recognize conditions requiring urgent medical attention and respond accordingly
Relate treatment components to indications and safety considerations
Demonstrate knowledge of principles of safe transfer
Direct patient on applications of homecare and rehabilitation
Demonstrate proper body mechanics while administering massage
Understand the effects of pain and stress on the human body
Demonstrate and Discuss the clinical application of massage therapy

Method(s) of Evaluation*

Theory and Oral practical Modular Exams
Modular Assignments
Year 2 Only- Mid-term theory and practical exams
Professionalism grades.
Final Practical and Theory Exams.

Completion Requirements*

Overall 75 % cumulative grade or higher in the program
Completion of 330 Supervised Practicum Hours
All financial requirements completed
Submission of a graduate report and survey

Program Duration

2200 hours and 74 weeks.

Homework Hours

20 hours/week

Pacific Coastal College of Massage Therapy

Program Outline

Massage Therapy Diploma Program*

Delivery Method(s)

Indicate how the program is delivered

- In-class instruction
- Distance education
- Combined delivery (both in-class and distance)

Required course materials

Course Resources

- PCCMT - Online Learning Management System offering review videos, assignments, review documents, message function to classmates and instructors and access to grades.
- Elsevier Website, Trail Guide Series e-XPLORE website

Textbooks

- Fitch, Pamela. Talking Body Listening Hands 2nd edition, Pearson Education, Inc, 2014
- Biel, Andrew. Trail Guide to the Body. 5th Edition, Books of Discovery, 2014
- Biel, Andrew. Trail Guide to the Body Student Workbook. 5th Edition, Books of Discovery, 2014
- Salvo, Susan G. Massage Therapy, Principles and Practices. 5th Edition, Elsevier, 2012
- Salvo, Susan. Pathology for Massage Therapists 4th Edition.
- Rattray, Fiona and Linda Ludwig. 2005. Clinical Massage Therapy, Toronto, Talus Inc.
- Magee, D.J. 2014 Orthopedic Physical Assessments 6th Edition. St. Louis, Missouri, Elsevier, Saunders.

- PCCMT modules

Reference Materials

- Muscolino, Joseph E. The Muscular System Manual: The Skeletal Muscles of the Human Body. 4th Edition, Mosby Inc, 2017
- Muscolino, Joseph E. The Muscle and Bone Palpation Manual with Trigger Points, Referral Patterns, and Stretching. 2nd Edition, Mosby Inc, 2016
- Netter, Frank. Atlas of Human Anatomy, 6th edition, Saunders, 2014
- Tortora, Gerard J. Principles of Anatomy and Physiology. 14th edition, Wiley, 2014

Equipment

Massage tables, bolsters and face cradles

Massage medium

Linen and pillows

Computer

Stationery

Provided in Class: Skeleton, organ models, projector and ipad for lessons.

Pacific Coastal College of Massage Therapy
Program Outline
Massage Therapy Diploma Program*

Year One:

1000 hours

30 weeks

Full-time 21.5 hours/week –
Combined Delivery

Fees: Tuition - \$13,385

Books and Supplies: \$1895.25
plus tax

Year Two:

1200 hours

44 weeks

Full-time 20.5 hours/week-
Combined Delivery

Fees: Tuition - \$13,685 Books
and Supplies: \$1195 **plus tax**

Pacific Coastal College of Massage Therapy
Program Outline
 Massage Therapy Diploma Program*

Program Organization*

List the titles of the courses in this program in the order they are provided and the hours of instruction allotted to each.

For programs with work experience component(s) list the number of hours of instruction for each work experience component of the program. List the work experience element in the order in which it is provided along with the other courses in the program.

Title of Course/Work Experience Component *	# of Hours*
Year One Massage Therapy Courses	
Anatomy and Physiology, I	95
Musculoskeletal Anatomy I	125
Kinesiology I	30
Nutrition	10
Pharmacology	10
Neuroanatomy	60
Neurophysiology	35
Pathology I	10
Manual Skills	80
Infancy Massage	10
Pregnancy Massage	25
Business	15
Massage Principles, Professional Practices and Theory	20
Research	55
Diverse Populations	35
Pain, Stress and Self-Care	40
Hydrotherapy	30
Evidence-Based Practice	20
Communications and Ethics	35
Professional Regulations	30
Supervised Work Experience – Practicum I	110
Clinical Assessment I	120
Year Two Massage Therapy	
Public Health and Prevention	70
Kinesiology II	65
Anatomy and Physiology II	100
Musculoskeletal Anatomy II	125
Surgery and Post- Surgery	20
Pathology II	125
Fascial Anatomy	15
Clinical Assessment II	120
Advanced Manual Skills	125
Orthopedic Treatments	50
Joint Mobilizations	20
Remedial Exercise	40

Pacific Coastal College of Massage Therapy
Program Outline

Massage Therapy Diploma Program*

Actinotherapy	15
Clinic Management	50
Case Study	40
Supervised Work Experience – Practicum II	220
Total	2200



PACIFIC COASTAL
COLLEGE OF MASSAGE THERAPY

PTIB Institution Number 4286

Sexual Misconduct Policy

Pacific Coastal College of Massage Therapy (PCCMT) classifies Sexual Misconduct as per the College of Massage Therapists of British Columbia definitions [CMTBC Code of Ethics](#).

PCCMT has a strict policy against sexual misconduct and will not tolerate it. All Sexual Misconduct allegations against a student, faculty, client and staff of PCCMT will be treated with utmost urgency, sensitivity and privacy.

Allegations of sexual misconduct should be immediately reported to our Policy and Operations Manager: Lindsay Orchuk at lindsay@pccmt.ca

Disclosed information will be treated with extreme confidentiality and there will be no retaliation or retribution against the griever for reporting the allegation.

The PCCMT Grievance Procedure is as follows:

1. Within 48-hours of the receiving the written complaint, the Student Services Manager will reach out to the victim of the Sexual Misconduct allegation to acknowledge receipt of the allegation and provide reporting to law enforcement and CMTBC where applicable.
2. PCCMT will perform an internal investigation of the allegations and determine a suitable course of action within 14 days of the lodged complaint. Resolution actions include but are not limited to, emergency removal, termination from program and contract dissolution.
3. At the request and consent of the griever, the grievance report and investigation findings may be forwarded to law enforcement, CMTBC and other organizations responsible for further investigation where applicable.
4. Upon resolution, PCCMT will provide a list of professionals trained to provide support for complainants and respondents of sexual misconduct allegations. Please reach out to our Policy and Operations Manager for more information.
5. Appeal requests will be considered only if new information to supplement the original complaint is provided.

The Sexual Misconduct Policy is reviewed annually (August 25) and will be included in our most recent Student Success Guide.

Date:

Print Name:

Signature: Jenny Pollock

Signature Certificate

Reference number: KYFSF-8FTLJ-3GTGR-RNCY8

Signer

Timestamp

Signature

Jenny Pollock

Email: jennypollock85@gmail.com

Shared via link

Sent:

06 Jun 2024 18:42:57 UTC

Viewed:

07 Jun 2024 19:42:00 UTC

Signed:

07 Jun 2024 19:54:23 UTC



IP address: 70.67.156.161

Location: Comox, Canada

Kajal Khurua

Email: kajalk@acmt.ca

Sent:

06 Jun 2024 18:42:57 UTC

Viewed:

06 Jun 2024 18:42:58 UTC

Signed:

07 Jun 2024 19:54:40 UTC



IP address: 184.69.252.114

Location: Edmonton, Canada

Recipient Verification:

✓ Email verified

07 Jun 2024 19:54:29 UTC

Document completed by all parties on:

07 Jun 2024 19:54:40 UTC

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Signed with PandaDoc

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