

## Death of Student Policy

Guildford College		#04470
<b>Name of Institution</b>		<b>Institution Number</b>
Death of Student Policy	October 7 <sup>th</sup> , 2024	October 7 <sup>th</sup> , 2024
<b>Name of Policy</b>	<b>Effective Date</b>	<b>Revision Date</b>
All approved programs offered by Guildford College		
<b>Name of Program</b>		

### Introduction

In the tragic event of the death of an actively enrolled student, Guildford College will:

- Respond to the tragedy in an appropriately compassionate and sensitive manner;
- Ensure administrative procedures are carried out as carefully, efficiently, and unobtrusively as possible;
- Ensure all appropriate departments are notified and instructed to enact established procedures.

Any information regarding the death of a student actively enrolled within the previous 12 months must be immediately reported to the College's Registrar. The registrar will be the main point of contact with the deceased student's next of kin or executor, in accordance with BC law, and is responsible for coordinating the actions of the Response Team and preparing a package of information for the next of kin.



Response Team:

- President (lead)
- Director of Operations / Campus Operations

## **Roles and Responsibilities**

*President:*

- Confirms the death via documentation (Certificate of Death or confirmation letter issued by the BC Coroners Services) and establishes next of kin. Next of kin is determined in accordance with British Columbia law: [www2.gov.bc.ca](http://www2.gov.bc.ca)
- Confirms the full name, student ID, and enrolment details of the deceased.
- Prepares a Deceased Student Notification (see form “Deceased Student Notification”) and copies it to the response team, instructing each to initiate their respective roles and responsibilities, as follows:

*The president will:*

- Prepare a written letter of condolences for the next of kin.
- Handle public relations in the event that a statement is requested by media.
- If the deceased was an international student, the vice-president of operations communicates with the assigned Enrolment Advisor, and discusses any special considerations related to the student’s homestay, agency, or other special circumstances.



*The Director of Operations will:*

- Communicate with the family/next of kin to determine their wishes (e.g., posthumous credentials, financials, privacy of information, etc.).
- Withdraw the student from registered courses, make the appropriate notations on the student record, notify the instructor(s) (if applicable).
- Ensure that all records pertaining to the death are included with the student file.
- Determine whether the student received financial aid through StudentAid BC. If the student received Financial Aid, provide the appropriate forms and assist the next of kin to notify StudentAid BC.
- Determine whether the student may be eligible for a posthumous credential, and if so, include this information in communication with next of kin.

*Director of Operations:*

- Determines what needs may arise among the student body as a result of the death, most importantly Health and Wellness Services.
- May task the Student Association or Health and Wellness team to organize an honorary event or activity on campus, make a donation in the name of the student to a registered charity, etc.
- If the student had been actively attending class(es) at the time of their passing, the counsellor may visit the student's class(es) to share news of the student's passing and offer bereavement services to the instructor/classmates, in accordance with privacy law and the wishes of the next of kin as communicated by the registrar. If the next of kin does not wish for news of the student's passing to be shared with classmates, the director of operations may alternatively consider promoting general counseling services in the classroom, on-campus, and/or on social media.



- Balance any fees outstanding to \$0. Any outstanding supplemental fees (e.g., library fines, or other) will be nullified.
- Fully refund any remaining tuition credit on the student account. Student Financial Services will make a refund to the payment method on file, or arrange a wire/bank transfer to the next of kin. Alternatively, a bank draft may be issued to the next of kin (or executor), made payable to the “Estate of (student name).”
- Determine if the deceased was assigned a locker on campus. If so, the contents are to be made available to the next of kin.

*The Human resources manager will:*

- Determine whether the student had been enrolled at the College during the previous fiscal years, prepares income-related documents for the next of kin (e.g., T2202A).

Once all personnel/departments have enacted their respective responsibilities, each is required to respond by the specified deadline and include any requested information and/or documentation (e.g., tax forms, banking information forms, etc.).

The director of operations compiles all the information, forms, etc., along with a letter detailing written instructions, and sends these to the next of kin by email and letter mail.