



Student Handbook

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Welcome to Guildford College

Explore our handbook to discover everything we offer and see how we can support your journey. We look forward to helping you achieve your goals!

This handbook has been designed to familiarize students with the essential rules, regulations, and policies in effect at Guildford College. It serves as a valuable resource, providing important information to help you navigate your academic journey with confidence.

We encourage you to review the contents carefully and keep this handbook accessible for reference throughout your time at Guildford College. Should you have any questions or require clarification, please do not hesitate to reach out to our administrative team or your program advisor.

We are committed to supporting your success and look forward to being a part of your educational experience.

Why Choose Guildford College

Quality Education and Experienced Faculty

Our programs are designed to meet industry standards and provide students with the knowledge and skills needed to excel in their fields. Our instructors are experienced professionals who bring real-world expertise into the classroom, ensuring that students receive both theoretical and practical training.

Strong Industry Connections and Practical Training

We emphasize hands-on learning through practicums, internships, and industry partnerships. Students gain real-world experience that enhances their resumes and prepares them for employment opportunities in their chosen fields.

Flexible Learning Options

At Guildford College, we understand that students have diverse schedules and commitments, which is why our program is designed to be fully online. This allows students to work at their own pace while still adhering to predetermined assessment due dates to ensure steady progress.

Optional Instructional Support

Guildford College offers one-to-one instructional support on an as-needed basis, ensuring that students receive personalized guidance when they encounter challenges in their coursework. This optional support system ensures that students feel confident in their studies while maintaining the flexibility of independent learning.

Affordability

We believe that quality education should be accessible and cost-effective. We offer competitive tuition rates to ensure that students receive high-quality instruction without financial burden. By providing an online learning model, students can also save on costs associated with commuting, housing, and other on-campus expenses. Additionally, we offer various financial aid options, including scholarships, bursaries, and flexible payment plans, to help students manage their educational expenses.

Program Inquiry

Students may inquire about the Health Unit Clerk program by contacting the college via phone or through the "Contact Us" page on the website. Students can expect the following:

- An email from Guildford College containing program details, which may land in either the inbox or junk folder.
- A phone call from a program advisor to answer any questions.
- If the call is not answered, a maximum of two follow-up calls will be made, with a voicemail left if necessary.
- Unanswered phone calls will be returned within 24 hours, including weekends.
- Students are encouraged to submit all questions through the "Contact Us" form to ensure comprehensive responses in a single email.

Program Information

- Format: The program is fully delivered online; it is not available on campus.
- Requirements: A computer is required to complete the program. Cell phones and tablets may not support all functionalities. Students should have basic computer skills (e.g., familiarity with the internet, email, word processing, and file management).
- Schedule: This is a scheduled program. Each course has designated start and end dates. Students must adhere to the program schedule and complete courses within the allotted time frame.

Study Time: A minimum of 25 hours per week should be allocated for study time, not including homework, assignments, exam preparation, or exam-taking.

Student Responsibility

Each student is accountable for ensuring the accuracy and completeness of their academic program. Students are expected to uphold a high standard of conduct, professionalism, and academic integrity. Guildford College reserves the right to suspend or dismiss students for violations of college regulations, unsatisfactory conduct, or consistent academic neglect, such as excessive absenteeism or failure to engage in their studies.

Academic Integrity and Ethical Conduct

Students are expected to maintain the highest standards of academic integrity. Plagiarism, cheating, or any form of academic dishonesty will not be tolerated. Any violation of the Academic Integrity Policy may result in disciplinary action, including failure in a course, suspension, or dismissal from the College.

Additionally, students are expected to communicate professionally with instructors, classmates, and administrative staff. Disruptive behavior, harassment, or any form of misconduct that negatively impacts the learning environment will be addressed in accordance with College policies.



Academic Discipline

At Guildford College, maintaining academic integrity is fundamental to a fair and rigorous learning environment. Any form of academic dishonesty, including but not limited to plagiarism, cheating, fabrication, and unauthorized collaboration, is a serious violation of the College's policies.

Sanctions for intellectual dishonesty may include, but are not limited to:

- Warning: A formal notice regarding the violation.
- Reassessment: The requirement to resubmit work with proper academic integrity.
- Failure on the Assignment: A grade of zero may be assigned for the specific assessment.
- Failure in the Course: The student may receive a failing grade for the entire course.
- Denial of Admission or Readmission: Students may be barred from enrolling or re-enrolling at the College.
- Suspension or Expulsion: Severe violations or repeated offenses may result in temporary suspension or permanent dismissal from the College.

In determining the appropriate disciplinary action, Guildford College considers various factors, including:

- The extent of the dishonesty (e.g., minor infraction vs. major academic fraud).
- Whether the dishonesty was inadvertent or deliberate.
- Whether it was an isolated incident or part of a pattern of repeated academic misconduct.
- Any mitigating or aggravating circumstances, such as a student's intent, prior history, or impact on others.

All cases of academic misconduct will be reviewed in accordance with the Academic Integrity Policy. By upholding these standards, Guildford College ensures that students receive an education based on honesty, fairness, and personal accountability.

For more details, visit

<https://guildfordcollege.com/policies#academic-misconduct-policy>

Admission & Enrolment Policies

1. General Admission Requirements

Guildford College welcomes applicants who demonstrate the academic readiness and commitment required for their chosen program. Admission requirements vary by program and are outlined in the program-specific sections of this handbook. General requirements include:

- A completed application form.
- Proof of academic qualifications (e.g., high school diploma, GED, or equivalent).
- Transcripts from previous educational institutions (if applicable).
- Government-issued identification.
- Payment of the non-refundable application fee.
- Additional program-specific requirements, such as prerequisite courses, work experience, or standardized test scores.

2. English Language Proficiency Requirements

- Prior to acceptance applicants must meet at least one of the following language proficiency requirements:
 - Completion of grades 9–11, including English 11 with a grade of 'C' or higher from a country where English is one of the principal languages, or
 - Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction, or

Assessment of prior education where English is the language of instruction

As an option for proof of English language proficiency, institutions may accept evidence that an applicant has successfully completed a specified minimum of full-time secondary or post-secondary education at an accredited institution where English is the language of instruction.

Documentation demonstrating this evidence must be provided in English.

Mature Students:

Institutions may also propose a specific assessment option for mature students who demonstrate proficiency in the program's language of instruction but face barriers or difficulties accessing educational records. A proposed LPR for mature students must include:

- Clear and appropriate criteria for what the institution considers to be a mature student,
- Procedures for assessing language proficiency that can be applied consistently to ensure fairness, and
- A description of how the assessment will be documented in a student's records.

A proposal may also include considerations of resumes, formal training, work experience, community service, and coursework which could include [recognized adult upgrading language courses](#). The Registrar will consider these proposals on a case-by-case basis.

Question: Does the LPR apply to domestic students?

Answer: Yes. All applicants, regardless of their citizenship status or country of origin, must demonstrate an appropriate level of language proficiency.

3. International Student Admissions

International applicants must meet the general admission requirements and provide:

- A valid passport.
- Proof of study permit, work permit or visa approval.
- Medical insurance coverage for the duration of their studies.
- Financial documentation proving the ability to cover tuition and living expenses.

4. Admission Process

- **Application:** Students apply directly through the "Apply Now" button on the website, filling out the application form and submitting payment details (via credit card).
- **Confirmation:** After submission, applicants will receive an automated email confirming the receipt of their application along with a link to check its status.
- **Required Documents:** Upon application, students must submit:
 - A copy of their student ID.
 - A copy of their latest transcripts.
 - A digital photo for the student ID badge.
 - Social Insurance Number (SIN).
 - Proof of English language proficiency (see admission requirements).
 - Enrolment Agreement signed & submitted.
 - Initial payment or payment plan (e.g., Sponsorship letter, StudentAid BC loan).
- **Payment Note:** Initial payment is required even if the student is awaiting approval for StudentAid BC. Confirmation of enrolment must be submitted on the first day of the program to receive loan funding.

5. Deferral & Readmission

Students who wish to defer their admission must submit a formal request to the Admissions Office.

Deferrals are subject to approval and may require the submission of a new application for the next available intake.

Readmission policies apply to students who previously withdrew or were dismissed and wish to return. The process includes:

- Submission of a new application.
- A personal statement outlining reasons for returning.
- Compliance with any outstanding academic or financial obligations.

6. Withdrawal & Refund Policy

Students who wish to withdraw from a program must notify the Registrar's Office in writing.

Refund eligibility is determined based on the withdrawal date and in accordance with the college's refund policy.

For further details, students are encouraged to contact the Admissions Office or visit the college website for updates on policies and procedures. (<https://guildfordcollege.com/policies#refund-policy>).



Financial Aid

Guildford College Student Financial Aid (GCSFA)

At Guildford College, we understand that when you're a student, money matters!

We specialize in helping students identify their eligibility for a number of different financial resources that will assist with educational and/or living costs while they are attending Guildford College.

Guildford College Student Financial Aid can be provided in the following ways:

Scholarships

We offer scholarships towards your tuition depending on financial (First come, first served).

Payment Plans

We offer payment plans that run throughout your education at Guildford College.

Referral Program

For every enrolled student you refer, up to \$200 will go towards your tuition.

Note: Students must be enrolled in a program to receive financial aid.

Health Unit Clerk – with Practicum

Key Information

Credential – Diploma

Duration – 6 months

Delivery Method – In Class / Blended / Online

Description

Health Unit Clerks / Nursing Unit Clerk (HUCs) are the coordinators of a health care unit. They are responsible for a handful of clerical and non-clinical tasks, including coordinating patient appointments, setting up tests, performing reception duties, and interacting with the nursing staff and other departments.

Courses

- HUC101 – Communication and Hospital Overview
- HUC102 – Medical Terminology
- HUC103 – Pharmacology
- HUC104 – Physician Treatment Orders
- HUC105 – Medication Orders
- HUC106 – Laboratory Orders
- HUC107 – Diagnostics Orders
- HUC108 – Surgical Orders
- HUCP01 – HUC Practicum 1: Orientation
- HUCP02 – HUC Practicum 1: Off Campus
- HUCP03 – HUC Practicum 1: Feedback

Admissions Requirements

Refer to the Admission & Enrolment Policies section of the handbook.

Practicum Requirements & Guidelines

Required Documents 60–90 Days Before Practicum:

- Criminal Record Check (with Vulnerable Sector).
- Standard First Aid with CPR and AED certification.

- **Duration:** The practicum is 96 hours long and takes place in hospital or long-term care facility settings.
- **Shifts:** Practicum shifts are either 8 hours or 12 hours, with day, evening, and occasionally night shifts available.
- **Placement:** Placement locations are determined in advance. Some placements may require longer commuting times.
- **Practicum Schedule:** Students will receive their practicum schedule at least 30 days prior to the start date.
- **Communication:** College instructors will coordinate with preceptors to ensure clear communication and establish expectations before the placement begins.
- **Absenteeism:** Students must notify their preceptor, instructor, and the college promptly about any absences. Makeup days will be arranged in collaboration with the preceptor.
- **Completion Requirements:** Students must complete 96 hours of practicum. The practicum package must be kept up to date and signed by the preceptor at the end of the placement.

Important Notes

- Health Unit Clerk practicum is 12-13 shifts ($8 \times 12 = 96$ or $7.5 \times 13 = 97.5$) that's how hours may be calculated for 8 hours shifts.
- Students need to arrive 10-15 minutes early, especially on the first day to find parking spot if they are driving, or give yourselves enough time if you are taking the bus. Arriving late because of the bus is NOT an excuse.
- Please do not ask to leave before the end of your shift even if there are nothing to be done (there are always things to be done and questions to ensure you benefit from this experience).
- Remember, this is your best chance to secure an employment even if you are not planning to work there, they may become your valuable reference. First impression lasts, impress your potential employer with positive and professional attitude and show that you are eager to learn and to become a member of the team.
- Do not connect with the preceptor or the supervisor before your practicum start date, their contact details is for reference only if needed during the practicum days.
- If you have any question about anything related to the practicum, please connect with the college administration or your instructor. Your preceptor is not an employee of the college and they cannot provide information about any administrative work related to the college.

Outcomes & Goals

Upon completion of this program, the Health Unit Clerk / Nursing Unit Clerk graduate will be able to

- Apply the knowledge and skills to act safely, ethically, and responsibly as a health care team member.
- Model professional behaviours in health care settings.
- Demonstrate professional communication skills within the healthcare environment.
- Integrate knowledge of cultural sensitivity and diversity into practice in a variety of settings.
- Practice digital and information literacy skills to support safe client care.
- Apply critical thinking when coordinating within the role and responsibilities of the Health Unit Coordinator.
- Demonstrate initiative and responsibility to coordinate patient and unit activities.
- Collaborate with health care professionals during their practicum to coordinate patient and unit activities.

Career Opportunities

- Unit Clerk
- Health Unit Clerk
- Hospital Unit Clerk
- Nursing Unit Clerk
- Emergency Health Service Call Taker
- Patient Transfer Network Coordinator
- Scheduling Clerk

Bookkeeping & Payroll

Key Information

Credential – Diploma

Duration – 8 months

Delivery Method – Online

Description

Bookkeeping & Payroll is one of the most wanted employment areas in BC. According to BC Labor Market Outlook 2018, during the next 10 years, there will be a huge demand in the market providing an opportunity for students to prepare themselves for future demand in the job market. Students may also work as independent bookkeepers.

Courses

- ACCT101 – Financial Accounting 1
- ACCT102 – Financial Accounting 2
- ACCT103 – Payroll and Taxation (Personal & Corporate) in Canada
- ACCT104 – Accounting Software – QuickBooks
- ACCT105 – Accounting Software – Sage 50
- BUS110 – Business Communication
- BUS130 – Business Office Applications – Microsoft Office 365

Admissions Requirements

Refer to the Admission & Enrolment Policies section of the handbook.

Outcomes & Goals

Upon completion of the Guildford College Bookkeeping & Payroll program, graduates will be able to:

- Demonstrate ability to use Microsoft Office applications.
- Demonstrate basic level knowledge of accounting and related areas.
- Perform basic chores of financial accounting.
- Apply accounting concepts in real-world cases.
- Demonstrate accounts receivable and payable skills.
- Calculate taxes and other deductions.
- Calculate payrolls and deductions related to employees.
- Demonstrate usage of accounting software.

Career Opportunities

After completion of the Bookkeeping & Payroll Program, students will qualify for entry-level jobs in the field of bookkeeping, payroll, and taxation. Entry-level positions often provide considerable potential for advancement. Career (NOC 1311 & 1431) options include

- Accounting assistant
- Accounting technician
- Bookkeeper
- Financial officer
- Financial clerk
- Accounting clerk
- Receivable clerk
- Payable clerk
- Income tax return preparer
- Ledger clerk
- Tax clerk



Get In Touch

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