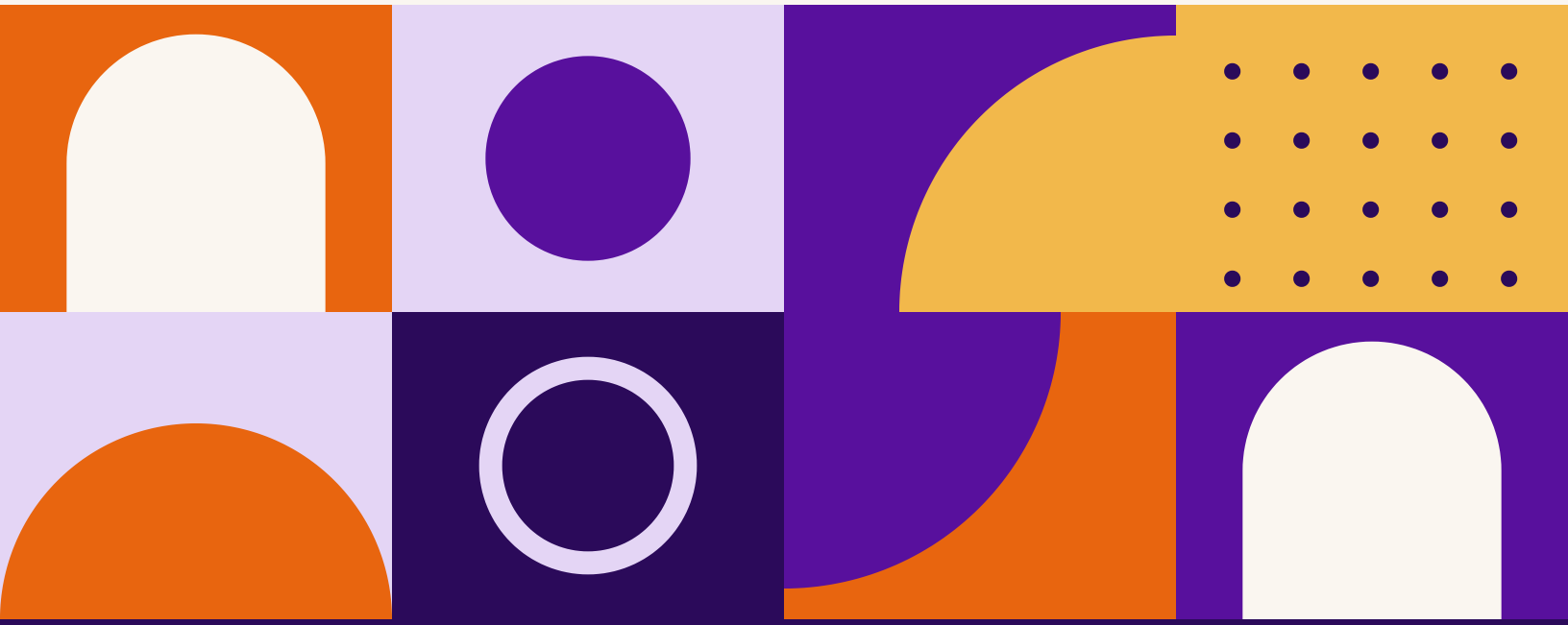
GUILDFORD COLLEGE

2026–2027

STUDENT HANDBOOK

Your guide to Guildford College.

Programs, fees, your rights, the practicum and straight answers, all in one place, from your first inquiry to graduation day.



Guildford College Inc. · 205 – 5460 152 Street, Surrey, BC · (604) 229-2626 · guildfordcollege.com

A NOTE BEFORE YOU BEGIN

Welcome to Guildford College.

You have chosen a career-focused program in British Columbia, and we are glad you are here.

Our team prepared this handbook with care as a friendly guide to life at Guildford College: how your program is delivered, how assessment works, where to find support, and who to ask when you have a question.

Everyone at the College (our instructors, advisors and administrative team) is proud of the learning community we are building in Surrey, and we are committed to helping you succeed from your first day to graduation.

Read it once from start to finish, then keep it close. The Q&A near the end answers the questions students and applicants ask us most often, and our team is always happy to help with anything specific to you.

We look forward to supporting you on the way to your new career.

Firas Haddad
President & Senior Educational Administrator

KEEP THIS HANDY

Quick contacts

General	info@guildfordcollege.com
Phone	(604) 229-2626
Fax	(604) 200-9342
Admissions, deferral & withdrawal	admissions@guildfordcollege.com
Complaints	doo@guildfordcollege.com Director of Operations
Academic appeals	SEA@guildfordcollege.com Senior Educational Administrator
Student portal	MyGC · guildfordcollege.com
Campus	205 – 5460 152 Street, Surrey, BC V3S 5J9

In an emergency, call 9-1-1. For crisis support any time, call or text **9-8-8**. More supports on page 28.

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Where the facts come from. Program, fee and policy details in this handbook are taken from the Version 3.1 Student Enrolment Contracts (effective October 8, 2026) and the College's student policies. Intake months are from guildfordcollege.com as of September 30, 2026. Your own signed contract always governs.

START HERE

Guildford at a glance

A career college in Surrey, BC, designated and regulated by the Province.

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PTIRU-approved programs in healthcare administration and business

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delivery methods: in-class, blended and distance (online)

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practicum host organizations across British Columbia

$0
practicum fee: placements are arranged by the College

Who regulates us

- **PTIRU designation.** Guildford College Inc. holds a designation certificate from the Private Training Institutions Regulatory Unit (PTIRU) of the BC Ministry of Post-Secondary Education and Future Skills. Institution No. 04470. Every program in this handbook is approved by the Registrar.
- **EQA designation.** The College holds Education Quality Assurance designation.
- **Designated Learning Institution.** DLI number O179335207982.
- **StudentAid BC.** The College is a StudentAid BC designated institution, and all four programs are eligible programs. Funding decisions are made by StudentAid BC.

> No program in this handbook leads to a career occupation regulated by a regulator. Health Unit Clerk employers hire on the basis of your training and skills; there is no licensing exam.

Upcoming intakes

Each program has its own start months, listed on the program cards (page 6) and on each program's page. Exact start and end dates are set per cohort and recorded in your enrolment contract. Not every delivery method runs in every cohort, so ask Admissions what is available for your intake.

Intake months are as listed on guildfordcollege.com on September 30, 2026.

Where to find us

Suite 205 – 5460 152 Street, Surrey, BC V3S 5J9. In-class instruction happens here; distance instruction is delivered from this location through the Guildford College Learning Center (Moodle).

START HERE

Your journey, step by step

From first question to certificate: here is the path most students follow.

1. **Ask us anything**
   Use the Request Info form on our website, email info@guildfordcollege.com or call (604) 229-2626. An advisor will answer your questions about programs, delivery and fees.

2. **Apply online**
   Apply through **Apply Now** on guildfordcollege.com. You receive the Refund Policy before any fee is taken. The application fee is paid with your application.

3. **Send your documents**
   A copy of your highest academic achievement transcript and proof of English proficiency. Your Social Insurance Number, if you have one, is requested only for your T2202 tax slip and is not a condition of admission.

4. **Review and sign your contract**
   You receive the Statement of Rights and each student policy before you sign. Read the contract carefully and ask questions first. Under 19? A parent or guardian signs too.

5. **Make your first payment**
   Your first payment is due on the date in your contract (or the date you sign, if none is recorded). Your seat is then confirmed.

6. **Get ready for day one**
   Your Learning Center login and college email arrive before your start date, together with your textbooks. Check your junk folder too.

7. **Learn and progress**
   Attend, submit on time and use the support available. You receive a written evaluation at least once before 30% of your hours are delivered.

8. **Practicum (HUC – with Practicum)**
   After passing HUC101–HUC108 and HUCP01, you complete 96 hours at a host organization the College arranges.

9. **Graduate**
   Meet your program's pass mark and attendance minimum and receive your credential. The graduation ceremony is optional.

Before your first day

- [ ] Watch for your Learning Center and college email credentials, usually about a week before you start. Check your junk folder.
- [ ] Explore the practice course in the Learning Center so the platform feels familiar. Your real courses appear on the first day.
- [ ] Your textbooks are released in the final week before your start date.
- [ ] Your instructor may invite you to a first virtual session a day or two before the official start.
- [ ] Set up a computer. Phones and tablets do not support every Learning Center function.

What you will need

A computer with reliable internet, MS Word and Excel, Adobe Acrobat Reader, Zoom and access to the Learning Center (Health Unit Clerk programs). Business programs: your own laptop or tablet; the Business Administration Diploma specifies Windows 10 or higher, 8 GB RAM, 100 GB storage, Wi-Fi, microphone and webcam.

Tip: reply to our first emails. It helps our messages reach your primary inbox instead of junk.

PROGRAMS

Programs at a glance

Four PTIRU-approved programs. All are offered full-time.

FACULTY OF HEALTHCARE

Health Unit Clerk – with Practicum

Certificate · 504 hours · 24.5 credits · 25 weeks

Delivery	In-class · Blended · Distance
Study permit	In-class only
Pass mark	70% in each course and exam; practicum Pass/Fail
Attendance	80% of scheduled theory; all 96 practicum hours
Practicum	Yes: 96 hours, unpaid
StudentAid BC	Code TAY7
Next intakes	Nov 4, 2026 – Apr 28, 2027 · then Jan, Mar, May, Jul 2027
Total cost	$7,350 domestic · $9,050 international

Full details, fees and schedule: page 7 →

FACULTY OF HEALTHCARE

Health Unit Clerk

Certificate · 400 hours · 19.5 credits · 20 weeks

Delivery	In-class · Blended · Distance
Study permit	In-class only
Pass mark	70% in each course and exam
Attendance	80%
Practicum	No
StudentAid BC	Code TAO7
Next intakes	Nov 2026 · Jan, Mar, May, Jul 2027
Total cost	$6,150 domestic · $7,650 international

Full details, fees and schedule: page 12 →

FACULTY OF BUSINESS

Bookkeeping & Payroll

Certificate · 600 hours · 30 credits · 30 weeks

Delivery	In-class · Blended · Distance
Study permit	In-class or Blended
Pass mark	60% in each course and exam
Attendance	80%
Practicum	No
StudentAid BC	Code ZFB7
Next intakes	Jan 2027 · Apr 2027
Total cost	$8,300 domestic · $10,350 international

Full details, fees and schedule: page 14 →

FACULTY OF BUSINESS

Business Administration Diploma

Diploma · 880 hours · 44 credits · 44 weeks · 3 semesters

Delivery	In-class · Blended · Distance
Study permit	In-class or Blended
Pass mark	60% in each course and exam, and 60% overall
Attendance	80%
Practicum	No
StudentAid BC	Code ZAS7
Next intakes	Jan 2027 · Apr 2027
Total cost	$11,500 domestic · $14,500 international

Full details, fees and schedule: page 16 →

Want to work on a hospital unit? Choose Health Unit Clerk – with Practicum. The practicum is supervised, hands-on experience in a real health care setting.

Post-Graduation Work Permit: none of these programs is eligible for the PGWP. Eligibility is determined by IRCC, not by the College.

FACULTY OF HEALTHCARE

Health Unit Clerk – with Practicum

Certificate | 504 hours | 24.5 credits | 25 weeks full-time | 96-hour practicum

Health Unit Clerks are the coordinators of a health care unit: the administrative backbone of patient care. They process physician, medication, laboratory, diagnostic and surgical orders, coordinate appointments and tests, manage reception, keep records accurate and connect nursing staff with other departments.

You will learn to

- Act safely, ethically and responsibly as a health care team member
- Model professional behaviours and communication in health care settings
- Integrate cultural sensitivity and diversity into practice
- Use digital and information literacy skills to support safe client care
- Apply critical thinking to coordinate patient and unit activities
- Collaborate with health care professionals to coordinate patient and unit activities

Careers

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

Wage check: Unit Clerk postings by Fraser Health in September 2026 list a unionized rate of $30.03 per hour. Wages are set by collective agreement and change over time, and the College does not guarantee employment.

Graduation: 80% attendance in theory, 70% in every course and exam, all 96 practicum hours, and a Pass in the practicum.

Courses

Code	Course	Hours	Credits
HUC101	Communication and Hospital Overview	20	1
HUC102	Medical Terminology	60	3
HUC103	Pharmacology	60	3
HUC104	Physician Treatment Orders	50	2.5
HUC105	Medication Orders	40	2
HUC106	Laboratory Orders	60	3
HUC107	Diagnostics Orders	45	2
HUC108	Surgical Orders	65	3
HUCP01	Practicum Orientation	4	0.25
HUCP02	Practicum – Off-site	96	4.5
HUCP03	Practicum Feedback	4	0.25
	Total	**504**	**24.5**

How you are assessed

Each theory course: midterm exam 30%, final exam 50%, assignments and quizzes 20%. HUC103 Pharmacology: midterm 35%, final 40%, assignments 15%, drug reports 10%. HUCP01, HUCP02 and HUCP03 are Pass/Fail. You need 70% in each course.

HEALTH UNIT CLERK – WITH PRACTICUM

Delivery, schedule & fees

Everything specific to this program, in one place.

Your hours, by delivery method

Method	In person	Live online	Self-paced	Practicum	Total
In-Class	408	0	0	96	504
Blended	160	105	143	96	504
Distance	0	105	303	96	504

ON CAMPUS

In-Class

All theory at our Surrey campus, about 20 hours per week. The Learning Center holds course materials, assignments and exams.

MIX

Blended

Two 4-hour classes in Surrey each week for 20 weeks, plus five 1-hour live virtual sessions a week and self-paced work. The in-person and live virtual sessions are both required.

ONLINE

Distance

Theory through the Learning Center on your own time within each course's dates. A live 1-hour virtual session is offered each weekday: optional, but highly recommended.

Schedule

Part	Hours	Duration
Theory (408 h)	20 h/week	21 weeks
Practicum (96 h)	24–32 h/week	3–4 weeks
Total		**25 weeks**

Study-permit holders: In-Class only for this program.

Example payment plan

Payment	Domestic	International
Application fee (with application)	$100	$100
First payment (within 4 days of applying)	$850	$850
Five equal monthly payments	5 × $1,280	5 × $1,620
Total	**$7,350**	**$9,050**

Your own contract sets your exact amounts and dates.

Program fees

Fee	Domestic	International
Application fee	$100	$100
Administrative fee	$100	$200
Textbooks	$320	$320
Course materials	$30	$30
Tuition	$6,800	$8,400
Total program costs	**$7,350**	**$9,050**

All amounts in Canadian dollars. There is no assessment fee and no other mandatory fee. **Domestic** = Canadian citizen or permanent resident; **International** = everyone else.

GOOD TO KNOW

StudentAid BC program code **TAY7**. This program is not eligible for the Post-Graduation Work Permit (PGWP); eligibility is determined by IRCC.

Next intakes: Nov 4, 2026 – Apr 28, 2027, then Jan, Mar, May and Jul 2027.

HEALTH UNIT CLERK – WITH PRACTICUM

The practicum: requirements

96 hours of supervised, hands-on work on a real unit: the bridge from classroom to career.

96
hours (HUCP02), 19% of program hours

3–4
weeks at 24–32 hours per week

30
words per minute minimum keyboard speed

$0
practicum fee (unpaid placement)

Your checklist

Before the practicum starts: pass HUC101–HUC108 with at least 70% each and HUCP01. At least four weeks before the start date, have everything else in place:

- [ ] Valid **Standard First Aid with CPR and AED Level C** (lower levels are not accepted)
- [ ] **Criminal Record Check with Vulnerable Sector Check.** You apply online with the College's access code, which we give you when you start practicum preparation.
- [ ] Signed **Work Experience Agreement** (College, host and you) and acknowledgment of the Work Experience Policy
- [ ] **HSPnet Consent** for Use and Disclosure of Student Information. Signing is your choice; if you decline, your placement is processed manually.
- [ ] Any **prerequisites the host requires** of all students, such as immunization records or TB screening (the College tells you in writing when the placement is offered)
- [ ] Digital photograph for your practicum photo ID
- [ ] Keyboard speed test: minimum 30 words per minute
- [ ] Scrubs: purple preferred, where available

Your **Practicum Preparation Guide** walks you through the health authority requirements, including the SPECO orientation modules on LearningHub (about 8 hours) and privacy courses, and sets an earlier internal deadline. Follow it closely.

Estimated costs you pay

Item	Approx. cost
Standard First Aid with CPR Level C and AED (varies by agency)	about $152
Criminal Record Check with Vulnerable Sector (BC Criminal Records Review Program)	$28
Scrubs	about $50
Host-required immunizations or TB screening	$0–$60
Estimated total	**about $230–$290**

First aid providers include St. John Ambulance, the Canadian Red Cross (for example Valley First Aid) and Life Preservers First Aid.

Placement away from home? If you accept a placement that needs travel and temporary accommodation, budget an additional $1,500–$2,000 per month. There is no travel or accommodation cost when the placement is within commuting distance of home.

Plan ahead: keep yourself fully available for about four weeks after your theory courses end. Shifts follow the host site's schedule, which may include weekdays and weekends.

HEALTH UNIT CLERK – WITH PRACTICUM

The practicum: placement

Our 11 host organizations

Host organization	Type of site
Providence Health Care	Acute care / hospital
Vancouver Coastal Health	Acute care / hospital
Provincial Health Services Authority	Acute care / hospital
Interior Health	Acute care / hospital
Northern Health	Acute care / hospital
Island Health	Acute care / hospital
Prince George Hospice Palliative Care Society	Hospice / palliative care
St. Michael's Care Centre	Long-term care
George Derby Care Centre	Long-term care
The Salvation Army Buchanan Lodge	Long-term care
Sienna Senior Living Inc.	Long-term care / seniors living

Placements may be in the Lower Mainland (Metro Vancouver), Interior, Northern or Vancouver Island regions of BC. Fraser Health is not currently a host organization.

How you are supervised and assessed

A qualified health care professional at the host supervises you. The College's practicum coordinator checks in at least three times: at the start, near the midpoint and near the end. You are evaluated against the Student Placement Handbook competencies and complete hours logs, journals and activity sheets. The practicum is Pass/Fail.

If you do not pass. You get the chance to repeat competency demonstrations. If you fail, you may need to repeat up to two relevant courses ($750 each, outside the two-course maximum) before repeating the practicum, which is free.

How placement works

1. **We find it.**
   The College finds and secures a placement for every student who meets the requirements. You may suggest a site, but you are never required to find your own.
2. **We match it.**
   We consider reasonable travel time, your preferences and any accommodation needs. Sites are shared with other schools, so a specific site cannot be promised in advance.
3. **You sign.**
   The College, the host and you sign a written agreement setting out responsibilities and activities before you begin.
4. **Declining.**
   Decline for a valid reason (medical or accessibility, safety, or unreasonable travel) and we arrange an alternative. Decline a suitable placement without a valid reason and you are offered the next available one, which may delay completion.

Practicum etiquette

- Arrive 10–15 minutes early, especially on day one. Transit delays are not an excuse.
- Do not contact your preceptor before your start date.
- Your preceptor is not a College employee. Take administrative questions to your instructor or the College.
- Absent? Tell your preceptor, instructor and the College promptly.

HEALTH UNIT CLERK – WITH PRACTICUM

The practicum: your questions

Straight answers from your contract and College policy.

Q Do I have to find my own placement?

No. The College finds and secures a placement for every student who meets the requirements. You may suggest a site, but you are never required to find one.

Q Can I do my practicum near Surrey or in Fraser Health?

Fraser Health is not currently one of our host organizations. Placements come from our 11 hosts in the Lower Mainland, Interior, Northern and Vancouver Island regions. Sites are shared with other schools, so a specific site cannot be promised in advance.

Q How long is it, and what days will I work?

96 hours over three to four weeks, at 24–32 hours a week. Shifts follow the host's schedule and may include weekdays and weekends. Keep about four weeks free after your theory courses end.

Q Is the practicum hands-on? Is it paid?

Hands-on: you perform real unit clerk duties under a qualified supervisor. It is unpaid, and there is no practicum fee.

Q What if I turn down the placement I'm offered?

With a valid reason (medical or accessibility, safety, or unreasonable travel), we arrange an alternative. Without one, you are offered the next available placement, which may delay your completion.

Q Will the practicum lead to a job?

The College cannot guarantee employment. The practicum is real experience on a working unit, and host sites sometimes ask about our students when hiring. Unit Clerk postings in BC (for example, Fraser Health, September 2026) list a unionized wage of $30.03 per hour.

Still have a question? Use the Request Info form at guildfordcollege.com, email info@guildfordcollege.com, or call (604) 229-2626, including weekends. Putting all your questions in one message helps us answer them completely.

FACULTY OF HEALTHCARE

Health Unit Clerk

Certificate · 400 hours · 19.5 credits · 20 weeks · full-time only · No practicum

The same eight theory courses as the practicum program, delivered over 20 weeks (about 5 months) for people entering health care administration as Health Unit Clerks. Coursework is facilitated and supervised by instructors who are subject-matter experts.

Courses are completed in the order listed; each course is a prerequisite for the next.

Changed your mind? You can switch to the practicum program. You may transfer to Health Unit Clerk – with Practicum within four weeks of your program start date, which leaves time to complete the pre-practicum requirements. You sign a new enrolment contract; the hours you have completed and the payments you have made are credited; and the difference in total cost is added to your payment plan, due at transfer or spread across your remaining payments. Your HUC contract ends by mutual agreement. It is not treated as a withdrawal.

Careers

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

Wage check: Unit Clerk postings by Fraser Health in September 2026 list a unionized rate of $30.03 per hour. Wages are set by collective agreement and change over time, and the College does not guarantee employment.

Courses

Code	Course	Hours	Credits
HUC101	Communication and Hospital Overview	20	1
HUC102	Medical Terminology	60	3
HUC103	Pharmacology	60	3
HUC104	Physician Treatment Orders	50	2.5
HUC105	Medication Orders	40	2
HUC106	Laboratory Orders	60	3
HUC107	Diagnostics Orders	45	2
HUC108	Surgical Orders	65	3
	Total	**400**	**19.5**

How you are assessed

Each course: midterm exam 30%, final exam 50%, assignments and quizzes 20% (HUC103 Pharmacology: 35 / 40 / 15, plus drug reports 10%). Minimum 70% in each course.

Graduation: 80% attendance of all classes and 70% in every course.

HEALTH UNIT CLERK

Delivery, schedule & fees

Everything specific to this program, in one place.

Your hours, by delivery method

Method	In person	Live online	Self-paced	Total
In-Class	400	0	0	400
Blended	160	100	140	400
Distance	0	100	300	400

ON CAMPUS

In-Class

All theory at our Surrey campus, about 20 hours per week. The Learning Center holds course materials, assignments and exams.

MIX

Blended

Two 4-hour classes in Surrey each week for 20 weeks, plus five 1-hour live virtual sessions a week and self-paced work. The in-person and live virtual sessions are both required.

ONLINE

Distance

Theory through the Learning Center on your own time within each course's dates. A live 1-hour virtual session is offered each weekday: optional, but highly recommended.

Schedule

400 hours at about 20 hours per week over 20 weeks, full-time.

Study-permit holders: In-Class only for this program.

Program fees

Fee	Domestic	International
Application fee	$100	$200
Administrative fee	$100	$100
Textbooks	$320	$320
Course materials	$30	$30
Tuition	$5,600	$7,000
Total program costs	**$6,150**	**$7,650**

All amounts in Canadian dollars. There is no assessment fee and no other mandatory fee. **Domestic** = Canadian citizen or permanent resident; **International** = everyone else.

GOOD TO KNOW

StudentAid BC program code **TAO7**. This program is not eligible for the Post-Graduation Work Permit (PGWP); eligibility is determined by IRCC.

Next intakes: Nov 2026, then Jan, Mar, May and Jul 2027.

FACULTY OF BUSINESS

Bookkeeping & Payroll

Certificate · 600 hours · 30 credits · 30 weeks · full-time only

A 30-week (7.5-month) certificate for students who want to join the field of bookkeeping, payroll and taxation for small and medium-sized businesses. You will learn through lectures, assignments and projects, and computer-based training in Pearson MyLab, supervised by instructors who are experts in their field. Graduates may also work as independent bookkeepers.

You will be able to

- Use Microsoft Office applications
- Perform the basic tasks of financial accounting and apply accounting concepts to real cases
- Handle accounts receivable and payable
- Calculate payroll, taxes and other deductions
- Use accounting software (QuickBooks and Sage 50)

Careers

Accounting assistant · Bookkeeper · Payroll administrator · Payroll officer · Financial officer · Financial clerk · Accounting clerk · Receivable clerk · Payable clerk · Income tax return preparer · Ledger clerk · Tax clerk

Courses

Code	Course	Hours	Credits
BUS130	Computer Business Applications (MS Office)	60	3
ACCT101	Financial Accounting 1	100	5
ACCT102	Financial Accounting 2	100	5
ACCT103	Payroll and Taxation in Canada	100	5
ACCT104	QuickBooks	100	5
ACCT105	Sage 50	80	4
BUS110	Business Communication	60	3
	Total	**600**	**30**

How you are assessed

Assignments, exercises and quizzes, midterm and final exams, in-lab assignments and a project. Weights are in each course outline, given to you on the first day of the course.

Graduation: 80% attendance and at least 60% in each course.

BOOKKEEPING & PAYROLL

Delivery, schedule & fees

Everything specific to this program, in one place.

Your hours, by delivery method

Method	In person	Live online	Self-paced	Total
In-Class	600	0	0	600
Blended	360	0	240	600
Distance	0	150	450	600

ON CAMPUS

In-Class

All instruction at our Surrey campus, about 20 hours per week. The Learning Center holds course materials, assignments and exams.

MIX

Blended

60% of hours on campus (about 12 hours per week), 40% self-paced.

ONLINE

Distance

Theory through the Learning Center on your own time within each course's dates. A live 1-hour virtual session is offered each weekday: optional, but highly recommended.

Schedule

20 hours of instruction per week for 30 weeks, plus about 6–10 hours of homework per week. You will also use free CRA guides (payroll deductions, income tax, corporate tax and GST/HST).

Study-permit holders: In-Class or Blended for this program.

Program fees

Fee	Domestic	International
Application fee	$100	$250
Administrative fee	$100	$200
Textbooks	$900	$900
Tuition	$7,200	$9,000
Total program costs	**$8,300**	**$10,350**

All amounts in Canadian dollars. There is no assessment fee and no other mandatory fee. **Domestic** = Canadian citizen or permanent resident; **International** = everyone else.

GOOD TO KNOW

StudentAid BC program code **ZFB7**. This program is not eligible for the Post-Graduation Work Permit (PGWP); eligibility is determined by IRCC.

Next intakes: Jan 2027, then Apr 2027.

FACULTY OF BUSINESS

Business Administration Diploma

Diploma · 880 hours · 44 credits · 44 weeks · 3 semesters

Essential knowledge and skills for a professional business environment, with a focus on management, marketing, accounting, human resources and business communications. The program also encourages entrepreneurial ambitions. Every intake begins with **Academic Skills Foundation & Employment Strategies**.

You will

- Understand core business principles, accounting, budgeting and financial statements
- Communicate effectively in writing and speech in business contexts
- Apply critical thinking to identify and solve business problems
- Understand marketing, human resources, project management and business law
- Build entrepreneurial, planning and strategy skills in a global context

Careers

Customer service representative · Administrative assistant · Marketing assistant or coordinator · Sales representative · Human resource assistant · Business development coordinator · Accounting assistant · Project manager assistant · Communications officer or specialist · Event marketing coordinator · Entrepreneur or small business owner

Graduation: at least 60% in each course and 60% overall. Attendance minimum: 80%. Evaluation methods are set out in each course outline.

Courses

Code	Course	Hours
SEMESTER 1		
BUS100	Academic Skills Foundation & Employment Strategies	60
BUS130	Business Office Applications	60
BUS110	Business Communications	60
BUS145	Human Resource Management I	60
ACCT101	Financial Accounting I	60
SEMESTER 2		
BUS102	Fundamentals of Management	60
BUS120	Business Essentials I	60
BUS220	Business Essentials II	60
BUS165	Marketing Management	60
BUS160	Project Management	60
SEMESTER 3		
BUS245	Human Resource Management II	60
ACCT201	Financial Accounting II	60
BUS170	Business Law	100
BUS151	Customer Relations	60
	Total (44 credits)	**880**

BUSINESS ADMINISTRATION DIPLOMA

Delivery, schedule & fees

Everything specific to this program, in one place.

Your hours, by delivery method

Method	In person	Live online	Self-paced	Total
In-Class	880	0	0	880
Blended	528	0	352	880
Distance	0	220	660	880

ON CAMPUS

In-Class

All instruction at our Surrey campus, about 20 hours per week. The Learning Center holds course materials, assignments and exams.

MIX

Blended

60% of hours on campus (about 12 hours per week), 40% self-paced.

ONLINE

Distance

Theory through the Learning Center on your own time within each course's dates. A live 1-hour virtual session is offered each weekday: optional, but highly recommended.

Schedule

20 hours of instruction per week over 44 weeks in three semesters (5, 5 and 4 courses), plus about 10–15 hours of homework per week. The College closes for one week over the winter holidays; that week is not counted as instruction.

Study-permit holders: In-Class or Blended for this program.

Program fees

Fee	Domestic	International
Application fee	$100	$100
Administrative fee	$200	$200
Textbooks	$1,800	$1,800
Course materials	$200	$200
Tuition	$9,200	$12,200
Total program costs	**$11,500**	**$14,500**

All amounts in Canadian dollars. There is no assessment fee and no other mandatory fee. **Domestic** = Canadian citizen or permanent resident; **International** = everyone else.

GOOD TO KNOW

StudentAid BC program code **ZAS7**. This program is not eligible for the Post-Graduation Work Permit (PGWP); eligibility is determined by IRCC.

Next intakes: Jan 2027, then Apr 2027.

Admission note for this program. The Business Administration Diploma uses its own PTIRU-approved language wording. Option A is completion of Grades 9–11, including English 11 with a minimum grade of "C", from a country where English is the official language of instruction. TOEFL iBT requires an overall 46. Options B and C are otherwise the same as on pages 19–20.

PROGRAMS

How you will learn

Choose the delivery method that fits your life. It is recorded in your contract.

ON CAMPUS

In-Class

All theory instruction at our Surrey campus, about 20 hours per week. The Learning Center is used for course materials, assignments and exams.

MIX

Blended

Scheduled on-campus sessions combined with the Learning Center. **Health Unit Clerk programs:** two 4-hour classes in Surrey each week for 20 weeks, plus five 1-hour live virtual sessions a week and self-paced work. In Blended, the in-person and live virtual sessions are both required. **Business programs:** 60% of hours on campus (about 12 hours per week), 40% self-paced.

ONLINE

Distance

All theory through the Learning Center, studied on your own time within each course's dates. A live 1-hour virtual session is offered each weekday: optional, but highly recommended. Coursework is facilitated and supervised by instructors.

Where to find your hours

Each program's hours by delivery method are on its own page, next to its fees and schedule:

Health Unit Clerk – with Practicum
Delivery, schedule & fees: page 8

Health Unit Clerk
Delivery, schedule & fees: page 13

Bookkeeping & Payroll
Delivery, schedule & fees: page 15

Business Administration Diploma
Delivery, schedule & fees: page 17

Holding a study permit? Under the Private Training Regulation (s.18.1(2)), study-permit holders cannot be enrolled where 50% or more of instruction is by distance. Health Unit Clerk programs: In-Class only. Business programs: In-Class or Blended. Work-permit holders may choose any method.

Scheduled, not self-paced. Courses have set start and end dates; plan for about 20 hours a week. Live virtual sessions are required in Health Unit Clerk Blended, optional but highly recommended in Distance, and never recorded.

ADMISSION

Admission requirements

The same foundation for every program. Requirements are approved by PTIRU and cannot be waived by you or by the College.

1 · Educational foundation

Successful completion of **one** of the following:

- High school diploma or Adult Graduation Diploma; OR
- You will reach 19 years of age on or before the program start date; OR
- You are under 19 on the program start date, with parental or guardian consent.

Under 19? You must have completed Grade 12 (high school graduation), and a parent or legal guardian must also sign your enrolment contract.

2 · Mature student pathway

You qualify as a mature student if you meet **all** of these: you are 21 or older; you have not attended school for at least four years; and you demonstrate English proficiency (next page).

3 · Documents

- [ ] Completed online application
- [ ] A copy of your highest academic achievement transcript
- [ ] Proof of English language proficiency
- [ ] Social Insurance Number, if you have one: collected only for your T2202 tuition tax slip. It is not a condition of admission and is not recorded on your contract.

International documents not in English need an English translation.

English is the language of instruction

Every applicant, domestic or international, must show English proficiency equivalent to Grade 12 in Canada. The options are on the next page.

Education in English counts

PTIRU recognizes education completed in English in these countries toward an assessment of prior education in English:

American Samoa
Anguilla
Antigua and Barbuda
Australia
Bahamas
Barbados
Belize
Bermuda
Botswana
British Virgin Islands
Canada
Cayman Islands
Dominica
Falkland Islands
Fiji
Gambia
Ghana
Gibraltar
Grenada
Guam
Guyana
Ireland
Jamaica
Kenya
Lesotho
Liberia
Malta
Mauritius
Montserrat
New Zealand
Nigeria
Seychelles
Sierra Leone
Singapore
South Africa
St. Helena
St. Kitts & Nevis
St. Lucia
St. Vincent & the Grenadines
Tanzania
Trinidad & Tobago
Turks & Caicos Islands
Uganda
United Kingdom
US Virgin Islands
USA
Zambia
Zimbabwe

No transfer credit. Guildford College is not part of the BC credit transfer system and does not offer transfer credit. Prior study, including clinical training, does not shorten a program or reduce its cost.

ADMISSION

English language proficiency

Meet one of three options. Most applicants educated in Canada qualify under Option A or B.

OPTION A

Secondary education

Three years of full-time secondary education (Grades 8–12), or two years if the grades are 10, 11 or 12, completed in English in a country where English is a principal language. Show it with a high school transcript, completion of a BC Adult Graduation program, or international credentials recognized through WES, ICES or IQAS.

OPTION B

Post-secondary education

Two years of full-time post-secondary education at an accredited institution where English is the primary language of instruction.

OPTION C

A standardized test

If Options A and B do not apply, one of the twelve tests below at the minimum score. These are set at a level equivalent to IELTS Academic 5.5. In-house tests are not permitted. **Tip:** the Duolingo English Test is taken online from home, with results usually within a few days.

Option C: accepted tests and minimum scores

#	Test	Minimum score / level
1	IELTS Academic	Overall 5.5
2	TOEFL iBT	Overall 46 (classic) or 4 (new scoring effective Jan 21, 2026)*
3	CAEL	Overall 40
4	CELPIP	Listening 6, Speaking 6, Reading 5, Writing 5
5	Duolingo English Test	Overall 95
6	PTE Academic	Overall 43
7	Cambridge B2 First (FCE)**	Overall 160 or “C”
8	Cambridge Linguaskill	Overall B2
9	LANGUAGECERT Academic	Overall B2
10	Michigan English Test (MET)	Overall B2
11	iTEP Academic	Overall 3.5
12	EIKEN	Grade Pre-1

* The TOEFL new-scale score applies to Health Unit Clerk, Health Unit Clerk – with Practicum and Bookkeeping & Payroll. ** Other Cambridge qualifications at a higher level (e.g., C2 Proficiency) may also be accepted.

Business Administration Diploma applicants: this program uses its own PTIRU-approved wording. See its admission note on page 17.

MONEY MATTERS

What your fees cover

These are the only amounts the College may charge you under your contract. No surprises.

Looking for your program's fees? Each program's fee table and example payment plan sit on its own page: Health Unit Clerk – with Practicum (page 8), Health Unit Clerk (page 13), Bookkeeping & Payroll (page 15) and Business Administration Diploma (page 17). There is no assessment fee and no other mandatory fee.

What the related fees cover

Application fee: processing and review of your application. **Administrative fee:** your student file and records, your Learning Center account and your T2202 tuition tax slip; where the international fee is higher, the difference covers international student services and study-permit documentation. **Textbooks and materials:** the items listed in your contract, provided by the College before or when you need them.

What is not included

Your own computer and internet. For the practicum only: First Aid/CPR, criminal record check, scrubs and any host-required immunizations (about $230–$290 in total, page 9), and travel and accommodation if you accept a placement away from home. The College does not require you to buy materials from a specific source.

No practicum fees. Ever.

There is no fee for a practicum placement, a re-placement or a repeated practicum. There is no fee to use the Dispute Resolution Policy, and no fee to withdraw.

Other fees

Item	Fee
Letter of Acceptance: **the first is free**. Each additional or re-issued letter (all together will not exceed $250)	$25
Transcript re-issue	$25
Certificate or diploma re-issue	$25
Transcript and certificate re-issued together	$30
Deferral of start date, per approved deferral (refundable as a related fee)	$500
Cheque not honoured by your bank (NSF)	$100
Graduation ceremony (optional)	$150
Late payment, after written notice	$30/day, max $300

Conditional tuition

Charged **only** if you need an exam rewrite or a course retake, and only when it is scheduled. Most students never pay these.

$100	$200	$300
1st rewrite	2nd rewrite	3rd rewrite

Item	Amount
Each rewrite beyond the three program rewrites (the extra attempt after a course repeat, or one granted by exception)	$300 each
Course retake (repeating a failed course)	$750 per course

MONEY MATTERS

Paying for your program

Your payment schedule

Your enrolment contract lists every payment and its due date, and the payments add up to your total program costs (less any scholarship). Your first payment is due on the date recorded in your contract or, if none is recorded, on the day you sign. **No fee, including the application fee, is accepted until you have received the Refund Policy.**

Example plans for your program are on its page, next to its fees (for instance, Health Unit Clerk – with Practicum, page 8).

> **Applying within 3 weeks of the start date?** If you are on a payment plan and your application, or a deferral request, arrives within three weeks of the start date, your first payment (deposit) and your final scheduled payment are swapped. Nothing else changes, and your total stays the same.

Accepted payment methods

- Certified cheque, money order, debit or credit card
- Electronic funds transfer (EFT)
- Cash, up to **$1,000 in total** under your contract

Credit card payments carry a transaction fee charged and collected by the card processor, not by the College.

> **Tax time:** the College issues your T2202 tuition tax certificate for tuition paid in a calendar year, by the end of the following February.

Falling behind?

Talk to us before you miss a payment. Contact the Admissions or Finance Office as early as you can.

- **Late payment penalty:** $30 per day, to a maximum of $300, charged only after the College has given you written notice.
- **Written notice comes first:** it gives a payment date at least 10 days away. No one is barred from classes, exams or the Learning Center for an unpaid balance.
- Continued non-payment is handled under the Student Dismissal Policy, with written notice.

Help paying

StudentAid BC

All four programs are StudentAid BC eligible. To qualify you must be a Canadian citizen, permanent resident or protected person, a BC resident, and meet StudentAid BC's other criteria; StudentAid BC decides. Apply early at **studentaidbc.ca**: funding is tied to your start date and is released only after you begin and the College confirms your enrolment. Your scheduled payments to the College still apply while you wait.

Other options

- **Payment plans** through the College
- **WorkBC** skills-training funding for eligible clients; the College can provide your counsellor with program and fee details
- **Indigenous learners:** your Nation or band (Post-Secondary Student Support Program) and Indspire
- **Student lines of credit** from banks, and scholarship databases
- **Friend referral:** $200 for every referred applicant who enrols, paid to you after the student you referred graduates
- **College scholarships** are on hold until further notice, depending on available funds

MONEY MATTERS

Deferral, withdrawal & refunds

Deferring your start

- Send a written request to the Admissions or Finance Office (admissions@guildfordcollege.com) **before your cohort starts**.
- An approved deferral costs **$500**, refunded like any other related fee when the refund rules require it.
- One deferral per enrolment, into a cohort starting within 12 months of your original start date. A second only for documented medical or compassionate reasons (another $500).
- After classes start, a deferral is possible only in documented medical or compassionate cases.
- If you do not attend the cohort you deferred to, you are dismissed by written notice and refunds are calculated as of that date.

Withdrawing

- Give written notice: email admissions@guildfordcollege.com, registered mail, or in person. Include your name, student number and cohort.
- The College acknowledges your notice within two business days.
- There is **no withdrawal fee**.
- Any refund is paid within 30 days, to you or to whoever paid on your behalf.
- A deferral request is not a notice of withdrawal.
- If you stop attending without notice, the College's no-show rule may apply (next page).

How much is refunded? The standard schedule

This schedule applies to every student in every program, because every delivery method includes in-class or live instruction. It is the College's Refund Policy (GC-POL-10).

1. **Up to 7 days after signing, and before the start date** — Full tuition refund
   You get back 100% of tuition and all related fees except the application fee.
2. **More than 7 days after signing, before the start date** — Keep up to 10%
   College may keep up to 10% of tuition (max $1,000). All related fees except the application fee are refunded.
3. **Up to 7 days after the start date** — Keep up to 10%
   College may keep up to 10% of tuition (max $1,000). All related fees except the application fee are refunded.
4. **After start, up to and including 10% of hours delivered** — Keep up to 10%
   College may keep up to 10% of tuition.
5. **More than 10% and up to 30% of hours delivered** — Keep up to 30%
   College may keep up to 30% of tuition.
6. **More than 30% and up to 50% of hours delivered** — Keep up to 50%
   College may keep up to 50% of tuition.
7. **More than 50% of hours delivered** — No refund due
   No refund due.

"Related fees" include administrative, application, assessment, textbook and course-material fees. The same rules apply whether you withdraw or the College gives you a notice of dismissal.

MONEY MATTERS

Refund details

Special situations the regulation protects you in.

If you never attend ("no-show")

If you do not attend any of the first 30% of the hours of instruction, the College may keep up to 50% of the tuition paid. Any refund is paid within 30 days of the date the first 30% of hours are delivered.

Textbooks and materials you have not received

If you withdraw, are dismissed or are a no-show and have not received your textbooks or materials, those fees are refunded.

Enrolled without meeting admission requirements

If you did not misrepresent your knowledge or skills and the Registrar orders a refund: 100% of tuition and all related fees, including the application fee.

If the College does not provide your practicum

Health Unit Clerk – with Practicum: if you are attending and the College does not provide all practicum hours within 30 days after your contract end date, you receive 100% of tuition and all related fees except the application fee, unless the Registrar finds circumstances beyond the College's control.

If your study permit is refused

If you need a study permit and deliver a copy of the refusal before 30% of instruction hours would have been provided, and you have not requested additional Letters of Acceptance: 100% of tuition and all related fees except the application fee.

When refunds are paid

Within 30 days of the date the College receives your notice of withdrawal, gives a notice of dismissal, the Registrar orders a refund, you deliver a study permit refusal, the no-show date, or 30 days after the contract end date if a practicum was not provided.

Your student record keeps the refund calculation and proof of payment.

Is the application fee refundable? It is not refunded under the standard schedule, even when you withdraw within 7 days of signing. It is refunded in full if the Registrar orders a refund because you were enrolled without meeting the admission requirements.

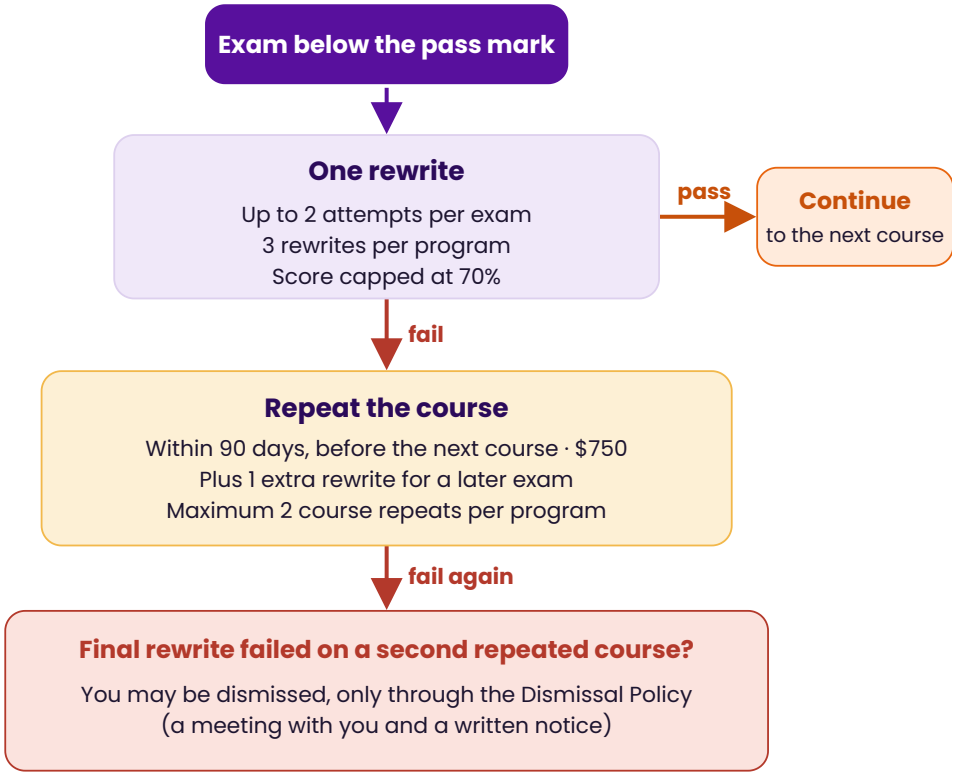
STUDYING HERE

Academic standards

Clear rules, applied the same way to every student (Academic Progression Policy, GC-POL-30).

Pass marks and attendance are set for each program and appear in the Graduation box on its page: Health Unit Clerk – with Practicum (page 7), Health Unit Clerk (page 12), Bookkeeping & Payroll (page 14) and Business Administration Diploma (page 16).

If you do not pass an exam



Good to know

- Rewrite fees: $100, $200, $300 (conditional tuition)
- A score above 70% on a rewrite is recorded as 70%
- The SEA may grant a further rewrite by exception
- Repeats that change your end date need a signed amendment

Submit on time. Assignments and exams are submitted through the Learning Center at the scheduled times. A missed deadline earns a zero unless an extension or exam deferral has been approved.

Early feedback. You receive a written evaluation regularly, and at least once before 30% of your hours of instruction have been delivered.

Contracts run for a maximum of 12 months. If a repeat means you cannot finish within your contract term, a subsequent contract is signed as the Private Training Regulation permits.

STUDYING HERE

Attendance, appeals & dismissal

Attendance

1. **Absent?**
   Tell the College by email, telephone or the student portal **within one hour** of your scheduled class start.
2. **More than three days in a row?**
   Provide supporting documentation within **five business days** of returning.
3. **Attendance is recorded daily**
   and updated weekly. Falling below the minimum triggers support under the **Academic Alerts Policy** and may lead to a course repeat.

Minimum attendance: 80% in every program. For the practicum, all 96 hours must be completed, and missed practicum hours are rescheduled with the host organization.

Academic alerts

If you are not progressing, the College reaches out early with support, such as an academic action plan, tutoring or adjusted learning approaches, before problems become serious.

Grade appeals

1. **Talk to your instructor first.**
2. **Still disagree?**
   Submit a written appeal to the Senior Educational Administrator (SEA@guildfordcollege.com) **within 30 calendar days** of receiving your final grade. There is no fee for an appeal.

Exam deferrals

An exam may be deferred only in exceptional, documented circumstances (no fee), under the Grade Appeal and Exam Deferral Policy (GC-POL-04).

Dismissal

Dismissal decisions are made by the Senior Educational Administrator under the Student Dismissal Policy (GC-POL-03). The process includes a **meeting with you** and a written **Notice of Dismissal**. You may dispute a dismissal under the Dispute Resolution Policy, and refunds follow the Refund Policy.

> Situations your contract names include failing the final rewrite on a second repeated course, not attending the cohort you deferred to, and continued non-payment after written notice. All grounds are set out in the Student Dismissal Policy.

STUDYING HERE

Integrity & conduct

Honesty, respect and professionalism: the habits health care and business employers look for.

What counts as academic misconduct

Exam misconduct
Unauthorized communication, copying or unauthorized materials during an assessment

Unauthorized collaboration
Working with others without permission, or sharing assignment content

Contract cheating
Submitting work substantially prepared by another person or service

Falsification
Fabricating data or results, or misrepresenting your part in group work

Plagiarism
Presenting another's words, ideas or work as your own without attribution

IP violations
Improper use of copyrighted material

Intent is not required. Unintentional plagiarism or unauthorized collaboration is still a violation, though intent may be considered when deciding the sanction.

Possible sanctions

From a formal warning, an educational requirement or a mark deduction, through course failure, suspension or denial of a credential, depending on severity and history.

You may request independent review by writing to the Senior Educational Administrator within 10 business days of the decision.

A respectful community

The College prohibits harassment, discrimination, bullying and violence. Communicate professionally with instructors, classmates and staff, in person and online.

If you experience harassment, discrimination or sexual misconduct
These complaints are handled under the Harassment and Anti-Racism Policy (GC-POL-17) or the Sexual Misconduct Policy (GC-POL-06). You do not need to go through the general complaint process first. Speak to the Senior Educational Administrator or any staff member you trust.

Confidentiality

Health care students handle personal health information. Treat everything you see on placement, and in mock orders and case studies, as confidential. The health authority privacy courses in your Practicum Preparation Guide are mandatory.

Protected from retaliation

No student is disadvantaged in their studies, grades or standing for raising a complaint in good faith.

SUPPORT & RIGHTS

Support & wellbeing

You do not have to figure it out alone.

Who to ask

Contact	For
Senior Educational Administrator	Academic policy, progression concerns, appeals, accommodations
Program coordinators	Day-to-day academic support, scheduling, assignment questions
Practicum coordinator	Placement coordination, site visits, host liaison
Instructors	Subject help, feedback, exam preparation; message them in the Learning Center
Admissions / Finance	Payments, deferrals, withdrawals, documents

Learning support

Orientation for every student, study-skills and writing help, Learning Center and technology support, English language support, study groups, and academic action plans or tutoring if you are struggling.

Accessibility & accommodations

Supports can include extended time, alternative formats, note-taking help, flexible deadlines, a private testing space and assistive technology. To request one: talk to the Senior Educational Administrator, provide documentation of your functional needs from a qualified professional, and build an accommodation plan together. Requests are kept confidential. For the practicum, raise accommodation needs early so we can plan the right placement with you.

Help, 24/7

Service	Number
Emergency	**9-1-1**
Suicide Crisis Helpline (call or text)	9-8-8
Crisis Centre BC	1-800-784-2433
Here2Talk (free counselling for BC post-secondary students)	1-877-857-3397
HealthLink BC	8-1-1
Alcohol & Drug Information and Referral Service	1-800-663-1441

Free naloxone at reception. Free take-home naloxone kits are available at campus reception: no cost, no appointment. First aid kits are kept at reception too. Signs of an opioid overdose include slow or no breathing, blue lips or nails, unresponsiveness and pinpoint pupils. Call 9-1-1. The Good Samaritan Drug Overdose Act protects people who seek help during an overdose from drug possession charges.

Settling in

Ask us about referrals to community and settlement services, navigating the health care system, and cultural adjustment. Our orientation also covers living in British Columbia: cost of living, housing and tenant rights, health coverage, transportation and banking.

SUPPORT & RIGHTS

Your rights & complaints

You are protected by BC's Private Training Act. Here is how to use those protections.

Your key rights

- [ ] Receive the Statement of Rights and every student policy **before** you sign, and the Statement of Rights again with your signed contract
- [ ] A copy of your signed enrolment contract
- [ ] Receive the Refund Policy before paying any fee, and refunds on the regulated schedule
- [ ] A fair, free complaint process with written reasons
- [ ] Be represented by an agent or lawyer in a complaint
- [ ] Freedom from retaliation for complaining in good faith
- [ ] File a claim with the Student Tuition Protection Fund if you were misled

Making a complaint (GC-POL-02)

1. **Write to the Director of Operations**
   (doo@guildfordcollege.com) using the Student Dispute Resolution Form or an email or letter. If the complaint names the Director of Operations, write to the Senior Educational Administrator (SEA@guildfordcollege.com). You may try informal resolution first, but you never have to.

2. **Investigation.**
   Your complaint is acknowledged and investigated. You receive a final decision with written reasons **no later than 30 days** after you made it.

3. **Reconsideration.**
   Not satisfied? Ask the President & Senior Educational Administrator in writing, also decided with written reasons within 30 days of your complaint. If your complaint concerns a decision of the Senior Educational Administrator, the alternate reviewer, Ana Zupan (HUC Department Head), decides. That decision is final within the College.

Grade disputes go through the Grade Appeal Policy. Harassment, discrimination and sexual misconduct go through their own policies.

Student Tuition Protection Fund

If you were enrolled in an approved program and were misled by the College about a significant aspect of it, you may file a claim within **one year** of the date you complete, are dismissed from or withdraw from the program. The claim form is at privatetraininginstitutions.gov.bc.ca.

Private Training Institutions Regulatory Unit

310-601 Cordova St W, Vancouver, BC V6B 1G1
Local 604-569-0033 · Toll-free 1-800-661-7441
Fax 778-945-0606
PTI@gov.bc.ca · Student support: PTI.StudentSupport@gov.bc.ca
www.privatetraininginstitutions.gov.bc.ca

International students

You may also contact the Education Quality Assurance (EQA) program of the Ministry of Post-Secondary Education and Future Skills.

Your information. Under section 61 of the Private Training Act, the College may disclose your personal information to the Registrar for regulatory purposes. Your contract also asks your consent to share information with the Ministry for research and statistics and, where needed, with IRCC for the International Student Program.

SUPPORT & RIGHTS

International students

Welcome to British Columbia. A few rules matter more for you.

Your fee category

If you are not a Canadian citizen or permanent resident, you pay the international fees, whatever your permit: study permit, work permit (including an open work permit), visitor record, refugee claimant or protected person.

Study-permit holders: delivery rules

Health Unit Clerk and **Health Unit Clerk – with Practicum:** In-Class only. **Bookkeeping & Payroll** and **Business Administration Diploma:** In-Class or Blended. Work-permit holders and others with authorization to study may choose any delivery method.

Provincial Attestation Letter (PAL)

A PAL applies only to programs longer than six months that are not delivered entirely online, so it is relevant only to Bookkeeping & Payroll and the Business Administration Diploma. The 2027 PAL allocation will not be released until December 2026, so the College cannot confirm before then whether it can issue a 2027 PAL. The Health Unit Clerk programs are not eligible for a PAL.

Immigration questions

Whether you need a study permit, and whether your permit allows you to study, are decided by Immigration, Refugees and Citizenship Canada (IRCC). The College cannot give immigration advice. Please confirm your situation with IRCC or a licensed immigration consultant or lawyer, and make sure your permit stays valid for your full program, including any practicum.

Letters of Acceptance

Your first Letter of Acceptance is free. Additional or re-issued letters are $25 each, never more than $250 in total. If your study permit is refused, see the refund rule on page 24.

Post-Graduation Work Permit: none of our programs is PGWP eligible. Eligibility is determined by IRCC. See our full PGWP eligibility statement at guildfordcollege.com.

StudentAid BC is not available to international students, except protected persons who meet StudentAid BC's criteria. College payment plans are available to everyone.

International students also receive a supplementary orientation after arriving in Canada, covering MSP registration, banking, housing and community settlement services. See also the Medical Insurance and Housing Assistance policies.

REFERENCE

Questions students ask us

Real questions from applicants, answered from your contract and College policy.

GETTING STARTED

Q I want to work on a hospital unit. Which Health Unit Clerk program should I take?

Health Unit Clerk – with Practicum. It includes a 96-hour practicum that the College arranges at a hospital, long-term care or hospice site in BC. The Health Unit Clerk program has no practicum, but you can switch to the practicum program within four weeks of your start date.

Q Is the program self-paced?

No. Every program runs on a cohort schedule, and each course has set start and end dates. You choose when in the day to do your self-paced work, not the deadlines. Plan for about 20 hours of study a week.

Q Do I have to come to campus?

It depends on the delivery method you choose. In-Class is on campus. Blended Health Unit Clerk students attend two 4-hour classes a week in Surrey. Distance students study online on their own time, with an optional live virtual session each weekday. The practicum is always in person.

Q Are the live virtual sessions recorded?

No, for confidentiality and because each session is shaped by that day's questions. In Distance they are optional but highly recommended; in Health Unit Clerk Blended they are required.

Q Can I transfer credits from another program, such as Health Care Assistant?

No. Guildford College is not part of the BC credit transfer system, and all program hours are required. A clinical background does help you move through the medical courses with confidence.

Q I studied in Canada. Do I need an English test?

Usually not. Canadian secondary or post-secondary education normally meets Option A or B. Send us your transcript and we will confirm.

Q Is Health Unit Clerk a regulated occupation?

No. There is no licensing exam. Employers hire on the basis of your training and demonstrated skills.

FEES & FUNDING

Q I have an open work permit. Do I pay domestic or international fees?

International. Anyone who is not a Canadian citizen or permanent resident pays the international fees.

Q What is included in the total cost?

Tuition, the application and administrative fees, your textbooks and course materials. Practicum preparation (first aid, criminal record check, scrubs, any immunizations) costs about $230–$290 extra, plus travel if you take a placement away from home.

Q Can I pay in instalments?

Yes. Your contract sets out a payment schedule. For Health Unit Clerk – with Practicum, a typical plan is the $100 application fee, $850 within four days of applying, then five monthly payments of $1,280 (domestic) or $1,620 (international).

Q When does StudentAid BC funding arrive?

After you start and the College confirms your enrolment. Apply early, and keep making your scheduled payments to the College while you wait.

Q I'm sponsored by WorkBC. Can the College help with the paperwork?

Yes. Contact Admissions and we can provide your counsellor with the program details, schedule and itemized fees they need.

Q Is the application fee refundable?

It is not refunded under the standard refund schedule. It is refunded in full if the Registrar orders a refund because you were enrolled without meeting the admission requirements.

REFERENCE

Questions students ask us

Real questions from applicants, answered from your contract and College policy.

DURING YOUR PROGRAM

Q When do I get my login and textbooks?

Your Learning Center and college email credentials arrive before your start date, usually about a week before, and textbooks are released in the final week. Check your junk folder.

Q What if I fail an exam?

You can rewrite it once. You have three rewrites in the program, and rewrite scores are capped at 70%. Fail the rewrite and you repeat the course within 90 days.

Q How do I withdraw, and how fast is my refund?

Email admissions@guildfordcollege.com (or use registered mail, or come in person). We acknowledge within two business days, and any refund is paid within 30 days.

Q Can I defer to a later intake instead?

Yes. Before your cohort starts, send a written request. An approved deferral costs $500, and you can defer once, into a cohort starting within 12 months.

Q Will I get a tax slip?

Yes. The College issues your T2202 tuition tax certificate by the end of February for tuition paid in the previous year.

Practicum questions

Questions about finding a placement, hosts, shifts and the practicum itself are answered on page 11, with the rest of the Health Unit Clerk – with Practicum information.

Where to look next

- Program details and fees: pages 6–17
- Refunds and deferrals: pages 23–24
- Complaints and your rights: page 29
- All student policies: page 33

Still have a question? Use the Request Info form at guildfordcollege.com, email info@guildfordcollege.com, or call (604) 229-2626, including weekends. Putting all your questions in one message helps us answer them completely.

REFERENCE

Policy directory

Every student policy is published at guildfordcollege.com/policies.

No.	Policy
GC-POL-01	Statement of Rights
GC-POL-02	Dispute Resolution Policy
GC-POL-03	Student Dismissal Policy
GC-POL-04	Grade Appeal and Exam Deferral Policy
GC-POL-05	Respectful and Fair Treatment Policy
GC-POL-06	Sexual Misconduct Policy
GC-POL-07	Attendance Policy
GC-POL-08	Admission Policy
GC-POL-09	Tuition and Fees Policy
GC-POL-10	Refund Policy
GC-POL-11	Financial Aid Policy
GC-POL-12	Medical Insurance Policy
GC-POL-13	Leave of Studies Policy
GC-POL-14	Academic Alerts Policy
GC-POL-15	Academic Misconduct Policy

No.	Policy
GC-POL-16	Student Academic Integrity Policy
GC-POL-17	Harassment and Anti-Racism Policy
GC-POL-18	Sexual Violence and Harassment Policy
GC-POL-19	Critical Incident Crisis Management Policy
GC-POL-20	Death of Student Policy
GC-POL-21	Marketing and Promotion Policy
GC-POL-22	Education Agent Policy
GC-POL-23	Student Orientation and Support Policy
GC-POL-24	Academic Learning Supports Policy
GC-POL-25	Housing Assistance Policy
GC-POL-26	Post-Graduation Employment Information Policy
GC-POL-27	Work Experience / Practicum Policy
GC-POL-28	Deferral Policy
GC-POL-29	Student Withdrawal Policy
GC-POL-30	Academic Progression Policy

The policies you received with your contract are listed in its Regulatory Information section, and you confirmed receipt of each one when you signed.

Policies are reviewed regularly. If a policy is updated after you sign, the terms of your signed contract continue to apply to you.

YOUR GUIDE TO GUILDFORD COLLEGE

Launch your career in British Columbia.

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GUILDFORD COLLEGE

Guildford College Inc. is designated by the Private Training Institutions Regulatory Unit (PTIRU), Institution No. 04470, holds Education Quality Assurance designation, and is a Designated Learning Institution (O179335207982). Student Handbook 2026–2027, issued October 2026. This handbook summarizes the Version 3.1 Student Enrolment Contracts (effective October 8, 2026) and College policies; your signed contract governs.