

Death of Student Policy

POLICY NO.	GC-POL-20
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	October 7, 2024
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	President & Senior Educational Administrator
REGULATORY BASIS	Institutional policy; coordinates with GC-POL-19 (Critical Incident Crisis Management Policy)
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

Guildford College responds to the death of a student with compassion and sensitivity, while ensuring administrative procedures are carried out as carefully, efficiently, and unobtrusively as possible for the family.

2. Reporting

The death of a currently enrolled student, or a student who was enrolled within the preceding year, must be reported immediately to the College Registrar, who serves as the primary point of contact for the family.

3. Response Team

The President leads the response, confirming the death through official documentation and establishing next of kin in accordance with British Columbia law.

- Director of Operations: manages course withdrawal, coordination with Financial Aid, and communication with the family regarding wishes such as a posthumous credential.
- Human Resources: prepares required tax documentation (for example, a T2202A).
- Office of the Registrar: issues any tuition refund owing to the estate and nullifies outstanding fees.

4. Support to Classmates

Counselling services are offered to affected classmates where appropriate and, where practical, with the family's consent regarding what information may be shared.

5. Documentation to the Family

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The Director of Operations compiles all relevant documentation and sends a complete package to the next of kin by both email and postal mail.

Approved by: Firas Haddad
President & Senior Educational Administrator, Guildford College