

STATEMENT OF RIGHTS (GC-POL-01)

Item	Detail
Policy No.	GC-POL-01
Effective Date (this revision)	September 29, 2026
Previous Version	September 8, 2026
Next Scheduled Review	September 29, 2027
Applies To	All students in all programs
Responsible Office	Office of the Registrar
Regulatory Basis	Private Training Regulation s.48.2; PTIRU Policy Manual s.3.2.1
Related Policies	GC-POL-02 Dispute Resolution; GC-POL-10 Refund; GC-POL-27 Work Experience / Practicum
Institution	Guildford College Inc. PTIRU Institution No. 04470

1. Purpose

This Statement of Rights advises every Guildford College student of their rights in relation to the College under the Private Training Act. It is posted in a prominent place at each College location and on the College website, in every language of instruction, and is given to each student together with the signed Student Enrolment Contract.

2. Your rights as a student

- You have the right to a written Student Enrolment Contract that sets out accurate information about your program.
- You have the right to receive a copy of the College's Refund Policy (GC-POL-10) before paying any tuition or related fee.
- You have the right to be advised of the amount of tuition and of each related fee for your program.
- You have the right to be advised of the requirements to participate in any work experience component of your program, including the geographic area or region of British Columbia where it will be provided.
- You have the right to file a claim against the Student Tuition Protection Fund if the College ceases to hold a certificate before you complete an approved program in which you are enrolled, or if the College misled you regarding a significant aspect of an approved program in which you were enrolled.

- You have the right to be treated fairly and respectfully, and to use the Dispute Resolution Policy (GC-POL-02) free of charge and without retaliation.

3. Claims against the Student Tuition Protection Fund

- A claim that the College misled you about a significant aspect of an approved program must be filed within one year of the date you complete, are dismissed from, or withdraw from the program, after you have used the College's dispute resolution process.
- A claim because the College ceased to hold a certificate must be filed within one year of the date the College ceased to hold it.
- Claims are decided by the Trustee of the Student Tuition Protection Fund. Claim forms and information are at www.private-training-institutions.gov.bc.ca.

Approved by: Firas Haddad, President & Senior Educational Administrator, Guildford College Inc. · Approved and effective September 29, 2026.

All Guildford College student policies are published at <https://guildfordcollege.com/policies/>.