GENERAL INFORMATION FOR STUDENTS

O'Sullivan College of Montreal
August 2017
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<td>CARLE, Lucie</td>
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<td>DESCHENEAUX, Josée</td>
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<td>ROBALO, Jenny</td>
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<td>VALIQUETTE, Claire</td>
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<td>ABRAHAM, Maria-Elena</td>
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<td>HEALY, Micheline</td>
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<td>LA MANNA, Dominic</td>
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2. ACADEMIC CALENDAR / 2017 - 2018

FALL SEMESTER

Monday, August 21  FIRST DAY OF CLASSES
Thursday, August 31  Welcome Day Activity
Monday, September 4  Labour Day (College closed)
Tuesday, September 19  LAST DAY TO WITHDRAW FROM A COURSE
                       IF YOU WITHDRAW FROM A COURSE AFTER THIS DATE,
                       YOU WILL OBTAIN A FAILING MARK
Wednesday, October 4  Monday schedule / Monday courses will be given
Monday, October 9  Thanksgiving Day (College closed)
Thursday, November 2  Multicultural Day
Friday, November 10  Pedagogical Day (no classes)
Friday, December 1st  LAST DAY OF CLASSES
December 4 to 15  Examination period
Wednesday, December 13  Ministerial Examination of College English

WINTER SEMESTER

Monday, January 15  FIRST DAY OF CLASSES
Wednesday, February 14  LAST DAY TO WITHDRAW FROM A COURSE;
                       IF YOU WITHDRAW FROM A COURSE AFTER THIS
                       DATE, YOU WILL OBTAIN A FAILING MARK
Week of March 5  Reading Week
Thursday, March 29  Pedagogical Day (no classes)
March 30 and April 2  Easter Holiday (College closed)
Friday, May 4  LAST DAY OF CLASSES
May 7 to 18  Examination period
Wednesday, May 16  Ministerial Examination of College English
GENERAL INFORMATION – PEDAGOGICAL SERVICES

3. ATTITUDE AND BEHAVIOUR

All students must conduct themselves with respect for their classmates, teachers and members of the administration. All forms of violence will not be tolerated at the College, whether it is verbal, psychological or physical. The rules set by the College concerning punctuality, cleanliness, dress code, politeness and all other rules will enable the students to acquire a professional conduct which is required in the job market.

If a student disrupts and refuses to respect the proper functioning of the class, the teacher will ask the student to leave the class. In order to reintegrate the class, the teacher will specify in writing the conditions under which the student will be readmitted to class. A copy of these conditions will be kept in the student's file. Should the situation reoccur, it will result in the student's expulsion from the course and the student will obtain a failing mark.

Students who do not respect the rules and regulations of the College will receive a disciplinary notice. The student's file will be reviewed by the disciplinary committee.

This committee is formed of three (3) persons: a Coordinator of department, the Director General and the Director of Studies. A replacement will be named if the Coordinator is concerned by the conflict.

4. PEDAGOGICAL PROBLEM

If a problem of a pedagogical nature is encountered, the student must meet with the concerned teacher in order to discuss the matter. In the event that a solution is not found, the student must then meet with the Department Coordinator. If the problem persists, the student must see a member of Pedagogical Services.

5. CLASS HOURS

Classes are usually scheduled between 8 a.m. and 5 p.m., Monday through Friday. Due to the professional responsibilities of some lecturers in specialized courses or difficulties in timetabling, it may be necessary for students to attend classes in the evening.

If a student is late for class, the teacher will refuse him or her entry to the classroom and will mark him or her absent. Attendance is taken at the beginning of the class. Each period of 50 minutes will count as an absence (ex.: a three-hour block will count for three absences). A student may enter the class during the break or at a time determined by the teacher.

6. SCHEDULE OF CLASSES

At the beginning of each semester, students will receive a schedule of classes. To request a change to the schedule, the student must see the Registrar (room 300).
7. ABSENCE OF A TEACHER
Cancellation of classes due to teachers’ absences are posted on the bulletin board in the lobby. Students must consult OMNIVOX where teachers will post their absences and assignments to be completed. However, should a teacher be late for class, Pedagogical Services should be consulted for an official confirmation of class cancellation.

8. OMNIVOX ONLINE SERVICES
Students and teachers at O’Sullivan College use the Omnivox platform, accessible through Internet, to perform different academic operations. In order to access Omnivox, you have to go on the College’s website, and under «Student Life», choose Omnivox, services online. You can also get there through http://osullivan.omnivox.ca. If you are using the platform for the first time, you have to click on «first use». Then you enter your student number (the 7 digits of your DA number that you will find on your schedule or transcript of marks). Then you just follow the instructions. Make sure you have your permanent code in hand.

9. PHYSICAL EDUCATION
In order to obtain the Diploma of Collegial Studies students must follow three courses of physical education. Since the College does not have a gymnasium, the College has an agreement with the Sports Center of l’ETS:
1111, Notre-Dame Street West
Montreal (QC) H3C 6M8

10. REQUEST FOR LETTER OF ATTESTATION AND TRANSCRIPT
Students who require a letter of attestation or an official transcript must submit their request to the administrative assistant, Jenny Robalo, by Mio. There is a delay of 48 hours for any request.

11. CHANGE OF ADDRESS OR TELEPHONE NUMBER
Students must enter any changes in address or telephone number on OMNIVOX or advise the receptionist (Room 01) of the change.

12. “COMMANDITE”
If a student wishes to take a course in another college, authorization from the Registrar must be obtained. This authorization will be granted only in cases where it is impossible to complete a course at O’Sullivan College or if a student has failed a course or withdrawn from a course that is necessary to continue or complete their studies.

To obtain a “commandite”, students must submit their request to the administrative assistant, Jenny Robalo, by Mio. There is a delay of 48 hours for any request.
13. ATTESTATION OF ATTENDANCE

Each semester, students must sign an Attestation of Attendance form confirming that they are attending classes. This attestation includes the list of all courses followed by the students.

14. STUDENT READMISSION

By mid-April, students submit their request for readmission for Collegial II or Collegial III levels. Pedagogical Services reviews the students’ files and analyzes final marks. Some students who have difficulties may be admitted to the next level under certain conditions. When a student fails more than half of his or her courses, he or she will not be readmitted for the following semester. If such a student wishes to continue his or her studies, he or she must send a letter of intent explaining the reasons of the failures and the motivation to continue the program of studies. The request will be submitted to the Admissions Committee.

15. PRINTING PROCEDURE FOR THE COMPUTER LABS

In order to use the printers in the computer labs and in the library, students must connect themselves to a computer by entering their user name and password. At the beginning of each semester, every student is given a specific quota of 650 sheets of paper he/she can use to print. If students wish for more printing paper outside their original quota, they may purchase the additional paper in room 310. Additional paper will cost the student a minimum of 2$. Use the double-sided function for all printing tasks in order to economize on printing paper.

16. WIRELESS NETWORK

The College has a wireless network on all floors, including the cafeteria, the student lounge, the library, teachers’ offices, classrooms, etc.

However, authorization to use laptops during class hours is the teacher’s prerogative.

17. RECOGNITION OF ACADEMIC ACHIEVEMENT

Students who successfully complete their courses with an average of 85% receive a letter of congratulations from the Director General and have their names inscribed on the President’s Honor Roll, which is published in the student newspaper.

We also recognize academic efforts of certain students who work very hard but do not obtain a general average of 85%. Teachers are invited to identify these students. They will also receive a letter of congratulations from the Director General and have their names published in the student newspaper.
18. LIBRARY

It is important to note that the library remains the best area for students to study, conduct research and concentrate on their work.

The O'Sullivan College library is located on the first floor of the College in room 100.

**Hours**

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<tr>
<th>Days</th>
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<tr>
<td>Monday to Thursday</td>
<td>8:00 a.m. - 6:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m. - 5:00 p.m.</td>
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All schedule changes to the hours are posted on the library door.

**Rules**

- In order to borrow books from the library, students must have a library card which they can obtain from the librarian.
- Because of the limited number of copies, students are allowed two (2) books at a time. Students may borrow books for a maximum of two (2) weeks. The same texts may be renewed for another two (2) weeks if no other student has requested the books.
- One (1) DVD may be borrowed at a time and must be returned the following day.
- It is possible to borrow three (3) periodicals, except most recent editions, for up to three (3) days.
- Students are responsible for any books lost or damaged and will be charged the replacement value.
- A fine of 25¢ per day is imposed for each late document.
- Silence must be maintained at all times.
- It is strictly forbidden to smoke or eat in the library.
- A coin-operated photocopier is available in the library for students’ use at the cost of 10¢ a copy.
- Cellular phones and pagers must be turned off in the library.

**Reserved Books**

The books put on "reserve" by teachers are temporarily removed from circulation and kept aside during the semester for the use of students. To consult any reserved books students should see the librarian.

**Computers**

The computers in the library are specifically for course-related assignments or for academic research on the Internet. A printer and a scanner are available to students. Computer games, e-mail and chat room activities are not allowed.

A student can reserve a computer for a maximum of 2 hours by writing his or her name in the reservation book which is kept by the librarian.
Laptops

Laptop computers are also available to students for use in the library only. In order to use a laptop, students must present their student ID card and a second ID card (Driver’s license or medical insurance card).

19. STUDENT SERVICES Room 301-A

The main role of the coordinator of Student Services is to help ensure a good quality of life for all students attending O’Sullivan College.

She is attentive to the students’ needs and provides assistance and support in various areas. Furthermore, with the help of the class presidents who have been elected by their classmates, she organizes activities that are not only fun, but also contribute to the students’ general well-being, resulting in increased academic performance.

Examples of activities, clubs and committees:

- Orientation and Welcome Day
- Multicultural Event
- EchO’Sullivan Newsletter
- First Aid and Safety
- Social and Travel Committee
- Monthly Theme Activities
- Fundraisers and Charity Drives
- Recycling and Environment
- Second-Hand Book Sale
- Graduation Activities
- Sports

And more…

Recognition of student involvement program

All students are strongly encouraged to become involved in all types of activities, inside or outside the college. Their volunteer work can be recognized with a special mention on the student’s transcript of marks (certain criteria must be met).

Health and First Aid

We pay special attention to the health and safety of our students. Please advise Orly Cohen of any medical condition that may require individual help. All exchange of information will remain strictly confidential. Students requiring assistance with minor ailments must see Orly Cohen in room 301. Referral to health professionals will be provided for more serious conditions.

All injuries that take place in the College must be reported to Student Services.
The following list has been prepared for your convenience.

Do not hesitate to seek help if needed!

HELP LINES - Some are available 24 hours

Emergency (Police / Ambulance) 911
Batshaw Youth Protection 514-935-6196
CLSC Metro Guy-Concordia 514-934-0354
Eating Disorders Clinic 514-761-6131 / 2895
Face-a-Face 514-934-4546
Gambling Helpline 514-527-0140
Gay Line 514-866-5090
Grossesse Secours (pregnancy info) 514-271-0554
Herzl Teenage Health Unit 514-340-8242
Jeunesse Lambda 514-528-7535
Kid's Help Phone 800-668-6868
Multi-écoute Center 514-737-3604
Parents Line 514-288-2266
Poison Control 800-463-5060
Sexual Assault Crisis Line 514-934-4504
SOS Spousal Abuse 514-873-9010
Suicide Action Montreal 514-723-4000
Tel-Aide 514-935-1101
Tele-Cancer 800-363-0063
Tel-Jeunes 514-288-2266

DRUG & ALCOHOL

Alateen / Al-Anon 514-866-9803
Alcoholics Anonymous (A.A.) 514-376-9230
Centre Dollard-Cormier 514-385-0046
Cocaine Anonymous (C.A.) 514-527-9999
Drug Help & Referral 514-527-2626
Head and Hands 514-481-0277
Le Portage 514-939-0202
Maison Jean-Laporte Inc. 514-288-2611
Narcotics Anonymous (N.A.) 514-490-0333
Urgence-Toxicomanie (addictions) 514-288-1515
Commission des Services Juridiques 514-873-3562
Coaching Service  Room 301-B

This service is offered to students and it advocates a personalized approach that aims for both the well-being and academic success of the students. The frequency of the get-togethers is determined according to the issues raised, the students’ availability and their willingness to undertake the process recommended. Everything is done on a voluntary basis and rests on the students’ desire to improve their personal situation.

The students’ needs dictate the make up of the coaching service, which therefore evolves constantly and gradually. The coaching service is based on a process that aims at sensitizing the students to the expectations of the professional environment they wish to attain, making them accountable for their learning, encouraging them to adopt a behaviour that fosters harmony, providing them with support that promotes success, giving them the feedback that they need to self-evaluate and to take appropriate corrective action as well as learning to value their own efforts.

Except for the personal issues that are often brought up during the get-togethers, the following topics frequently come up:

- Time management,
- Stress management,
- Note taking,
- Lack of self-confidence,
- Lack or loss of motivation,
- Issues relating to the relationships that students must maintain on a daily basis,
- Re-evaluating the initial programme choice,
- Positive problem solving.

Learning Center  Room 101-B

The Learning Center offers a personalized service by providing individual meetings with a language tutor who focuses on the students’ specific needs in French, English and also provides peer tutoring in all other subject matters in which the student is enrolled. The Learning Center will assist students in recognizing their mistakes, in learning how to
correct them and in proofing assignments corrected by the teachers. Students can register for the Learning Center at the beginning of each semester. Students who participate in all meetings will receive an attestation of participation at the end of the semester.

In order to take advantage of the service of peer tutoring, students must hand in their request to the person responsible for the Learning Center who will then communicate with the student’s teacher to approve the request and to find a tutor. All tutors must be recommended by a teacher. The student and the tutor will meet and will determine their schedule for tutoring. The role of the tutor is to explain the material that was not understood in a very simple way, explore study strategies, organization of work, note taking, etc. The tutor is not there to do the work or to correct the assignment, but to answer questions on material that was not understood.

The College will remunerate one hour of tutoring per week to the tutor.

Books

Book lists are available on your Omnivox account.

Please take note that photocopies of books will not be accepted in class. If a student does not have his books or the required material, access to the course will be refused. The College has a zero tolerance policy in this area.

Students may purchase all books necessary for courses at Zone Libre Bookstore, situated at 262, Ste-Catherine Street East (near St-Denis Street). Business hours are:

- Monday to Wednesday: 10:00 a.m. - 6:00 p.m.
- Thursday to Friday: 10:00 a.m. - 9:00 p.m.
- Saturday: 10:00 a.m. - 6:00 p.m.

ZONE LIBRE Bookstore accepts cash, debit card as well as Visa and MasterCard credit cards. Please note that they do not accept cheques.

Used Books: To purchase used books, you must consult the bulletin board in the Library.

To sell your used books, you must prepare a list with the titles of the books you wish to sell, the price, your name and email or telephone number and post the list on the bulletin board in the Library.

Fire Regulations

All students must be familiar with the evacuation instructions posted in all classrooms. Furthermore, when the fire bell sounds, students must observe the following rules:

- Maintain silence and stay calm.
- Leave all texts and notebooks in class.
- Do not go to the locker room for coats or boots.
• Do not use the elevators. Use the stairs only.
• Follow evacuation instructions.

A fire drill will be held at the beginning of each academic year.

Identification Cards

Photographs of all students are taken for I.D. cards. Students must carry this card at all times and present it to any authorized person who requests it during the school year.

Lockers

Each student has a locker in which to keep personal items. No objects of value (money, credit cards, etc.) should be left in lockers. The College is not responsible for any article lost, damaged or stolen. At the end of the school year, in May, students must empty their lockers. Only students registered in the summer semester may continue using their lockers until the end of their program.

Cafeteria

The cafeteria is located on the ground floor (Room 06) and is open daily from 7:30 a.m. to 6 p.m. Some hot and cold meals are available at the cafeteria counter between 7:30 a.m. and 3 p.m. Vending machines are also located in the cafeteria.

Food and beverages may be consumed only in this area. Only water bottles or cups with a lid are accepted in class.

You are requested to keep the cafeteria tidy by using the waste baskets and recycling bins.

Bulletin Boards

Bulletin boards where information and official notices are posted are located on each floor. Important information and messages from the administrative staff will be posted on the bulletin board in the lobby. Students must consult these bulletin boards regularly to stay informed.

Posters and notices prepared by students may be put up only on the bulletin boards and not on the walls. The text of any information that is posted must be written in proper English and/or French, be neatly presented and be submitted for approval to the Coordinator of Student Services.

Lost and Found

Students may return or pick up lost articles in the office of Student Services (Room 301) or at Reception (Room 01).
20. RULES AND REGULATIONS

Telephone Messages / Cellular Phones and Pagers

_Students will be called to the telephone only in cases of emergency._ An urgent telephone is a call regarding a serious illness in the family, a death, etc. Public telephones are available on all floors.

When students are in class or in the library, cellular phones, pagers and all other electronic devices (walkman, MP3, IPOD, etc.) must be turned off and stored in their schoolbags.

Smoking

According to the Tobacco Act it is strictly forbidden to smoke in the College and outdoors within a nine-meter (30 feet) radius of the entrance of the College. Smoking is not allowed on the landing nor the steps of the College.

The College is obliged by law to enforce this rule.

Drugs and Alcohol

It is strictly forbidden to possess or consume drugs and alcohol in the College. Students who are intoxicated will not be admitted to class and are subject to dismissal.

Elevators

Use of the elevators is restricted to administrative staff, teachers and visitors.

Damage

A student who is responsible for any damage to school property must reimburse the College for the repairs.

Dress Code

Students should take pride in their appearance as they are preparing for a career; also, many business executives visit the College. First impressions are long lasting.

We expect students to present themselves in styles appropriate for an office setting. Extreme styles should be avoided. Shoes must be worn at all times. Boots are not allowed in class.
Cleanliness

Students must keep all areas of the College clean: cafeteria, locker rooms, classrooms, hallways, lobby or the outside steps. Students should use the waste paper baskets and recycling bins available in each room. The computer labs are supplied with special bins for the recycling of paper. We strongly recommend that students use these bins.

Equipment

Under no circumstances is equipment to be moved. The computers and dictaphones have been assigned numbers which correspond to their position in the classroom. The number assigned to each piece of equipment is used for the reporting of repairs and for inventory control. Should it be absolutely necessary to move one of the dictaphones, you must have your teacher’s permission and must see to it that the machine is returned to its proper position at the end of the class.

Students will be held personally responsible for any repairs necessitated due to the moving of equipment without permission.

Visitors

It is forbidden to bring your friends to class. These visitors are not allowed to wander throughout the College. Anyone who wants to see a student must wait in the lobby.

21. PLACEMENT SERVICE

In the course of their studies students will benefit from the following services:

- Job search workshops that help the students define their interests, and teach them how to write their résumé, how to get ready for an interview and give them special techniques in order to stand out from the other applicants
- Conferences and lectures given by employers and former students relating to the business world and job opportunities in their respective field of study
- The posting of job openings for students and graduates alike as they are received from the employers. Available for viewing on the college’s website.

The Placement Service’s main goal is to help all students find employment in the workplace. Everyday, the College receives many job offers and posts them on its website board for students. This service is offered free of charge to both students and employers.

All interested students are invited to apply through their counselor who will then send their résumé to the appropriate employer.

All students and graduates have access to the Placement Service for the duration of their career. Our counselors are available to help students who wish to discuss strategies and obtain the tools necessary to their job search.
Bilingualism

English and French are the two working languages of the College. Since bilingualism is one of the first criteria for selection by employers, students are encouraged to improve their knowledge of French by using it as often as possible, by reading, watching movies and television and by making an effort to meet the French-speaking students.

22. FINANCIAL SERVICES  

Financial Assistance

O'Sullivan students may apply for financial assistance from the Ministry of Education. Forms are available in room 01, Admissions Services. It is the student’s responsibility to request a form, complete it and send it to the Ministry of Education. Students who have a Permanent Code attributed by the Ministry of Education can fill in their financial aid application on line at the following address: www.afe.gouv.qc.ca.

Each year, the College offers five (5) scholarships of $300 in memory of a past President of the College, Colonel J. R. Rousseau (1948-1960). The application deadline is April 27, and forms are available in Room 300.

Admission Card

An admission card is given to all students who have paid their tuition fees. This card must be presented to all teachers in order for students to be admitted in class.

Payment of Accounts

Students should make certain their account is up to date. Payments made by cheque or cash can be made in Room 310 between 8:30 a.m. and noon and between 1 p.m. and 4:30 p.m. All types of payments (Visa, MasterCard, direct payment, cheque and cash) can be made at the reception office between 8:30 a.m. to 5 p.m. It is also possible to view your account and make online payments (Visa and MasterCard) at all times via the Omnivox platform. Students who fail to pay their account may be suspended from classes.

Income Tax Receipts

Income Tax Receipts relative to the tuition fees will be available to students on the Omnivox platform. Receipts will not be sent by mail.

Refunds and Cancellations

Tuition fees are refundable in accordance with the policy approved by the Ministry of Education of Quebec. Registration fees are not refundable.
Students must cancel their registration by registered mail. If a student withdraws his/her application within ten days of the signature of the contract, but before classes begin, a penalty equal to one tenth of the total amount agreed upon will be charged to the student. If a student withdraws after classes have started, an amount in proportion to the classes taken, in addition to a penalty equal to one tenth of the amount of the course or program will be charged to the student.

If a student withdraws without advising the College by registered mail; the student will not receive any reimbursement.