



ÉCOLE HOLT COUTURE

ÉCOLE HOLT COUTURE - SCHOOL OF COUTURE SEWING AND DESIGN revised June 2013 [Post AB – PVT]

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Definitions of terms used

- ‘Ecole Holt Couture’ will further be referred to as the ‘school’.
- ‘Instructors’ are considered to be employees of Ecole Holt Couture, unless otherwise identified as ‘Agents’, ‘Representatives’, or ‘Contractors’ for the school; and are under the same obligations as ‘instructors’ in the respect of copyright material and conduct.
- ‘Registration fee’ and ‘Processing fee’ are interchangeable terms refers to the fee accompanying the student enrollment contract.
- ‘Enrollment’ – cohort of registered students
- ‘Applicant’ is an individual who has filled in all application forms and returned them to the office of the registrar.
- ‘Registrant’ is an accepted applicant who has confirmed registration in a particular course by signing the student enrollment contract, paid registration fee, and paid tuition fees in full before the stated deadline, and is registered for a particular course.
- ‘Student’ is a registrant who is currently attending classes.
- ‘Graduate’ is a student who has successfully completed a Program.
- ‘Classes’- individual 5 hour sessions during the week.
- ‘Course’- group of 20 classes during one ten week Term during school Year.
- ‘Term’ – 10 week course within the 60 week program.
- ‘Year’- school year beginning in September and ending the start of June.
- ‘Program’- 2 year period consisting of 60 weeks.

1. Admissions/Enrollment

- a) Applicants who have been approved for admission must sign the Alberta Student Enrolment Contract for Licensed Vocational Training Programs, provide the registration fee, and provide full tuition fees on the first day of the program to be confirmed as a ‘registered’ student. An offer of admission will be withdrawn if the applicant fails to sign the student contract.
- b) Deadlines for each portion of the application procedure are stated in the Prospectus
- c) Forms of application, waivers, consent and letters of reference:
 - i) Application forms ask for personal information, contact numbers, mailing address, citizenship, education and employment history, statement of interest, letters of reference, eligibility requirements, liability waiver form, withdrawal /cancellation policy form.
 - ii) Waivers include – statement of risk, assumption of risk, waiver of liability sign offs.
 - iii) Consent letters/forms are required from parents or legal guardians of applicants who are under the age of 18 and are at least 16 years, to allow such applicants to participate in the programs.
 - iv) Letters of reference- from family, friends, employers, instructors for the purpose of recommending an applicant’s enrollment.
- d) International Students may require Study Permits or Temporary Resident Visas, and should inquire with ‘Citizenship and Immigration Canada’ agency to organize proper documentation at least 9 months before enrolling into the school. International students are not enrolled each year – and so must inquire with the School before applying.
- e) Orientation meetings are scheduled for accepted applicants enrolling in the program, for the purpose of providing information regarding tools and equipment, copies of school policies and procedures, copies of course outlines, information regarding student aid, and other relevant information.
- f) Standard Admission:
 - i) Must have High School Diploma or Equivalent (GED, diploma from another Province)
 - ii) Parental/legal guardian signed consent if under the age of 18
 - iii) Demonstrate an aptitude for sewing or fashion, passionate commitment to couture fashion or bespoke tailoring.
 - iv) Successful completion of interview with EHC selection committee
 - v) Mature Students - must be out of high school for 2 years
 - vi) Mature Students - must be a minimum of 19 years of age
 - vii) Mature Students - must complete or submit a high school equivalency exam result (GED or CAST) to EHC
 - viii) ESL Students must fulfill the above with addition of submitting successful result of standardized ESL test (eg. TOEFL) to EHC.
- g) Procedure for Enrollment – applications are accepted any time after a Program has been offered until the stated deadline, and at least 9 months before a Program offering for International students.
 - i) Interest is expressed by an individual or a group; an information seminar offered by EHC is arranged by appointment by contacting the school.
 - ii) Information Seminars are free of charge.

- iii) A Prospectus is provided for interested individuals, including application forms which must be completed and returned to the office of the registrar.
- iv) Applications are reviewed by the school selection committee.
- v) Applicants are selected, and then written offers of Acceptance or Regrets or Wait list are sent to them.
- vi) Acceptance offers, Regrets, and Wait List offers are forwarded usually within 6 weeks of applications being received by the school.
- vii) Applicants who are considered for admission are invited for an interview with the school selection committee; then are informed in writing of their result as either admitted or not admitted.
- viii) Admitted applicants must attend a scheduled orientation meeting to sign the student contract, provide necessary documentation, and pay registration fee.
- ix) Applicants are then confirmed as registrants to the Program unless written notice has been forwarded to the office of the registrar before the commencement of classes.
- x) If classes have been cancelled or are postponed by EHC, students/registrants have the option of deferring their participation in the course until the specified date or opt to withdraw from the program and have their fees paid refunded.
- xi) If a registrant wishes to withdraw from the program. See 'refunds policy'.
- xii) Tuition fees – see 20. Payments, see 26. Refunds, and see 32. Tuition fees
- h) Prospectus – a published outline produced by the school for those interested in enrolling in the school, outlining essential information about:
 - i) the school
 - ii) the facility
 - iii) the programs offered
 - iv) school policies
 - v) course information, and schedules
 - vi) tuition fees
 - vii) other costs
 - viii) application forms
 - ix) any other information deemed useful for the applicant
- i) Registration Fees - are collected as administration fees for processing applications, they are applied to tuition fees and are refundable – see Refunds.
- j) Selections-Offer of Acceptance, Regrets and Wait List
 - i) A school selection committee reviews all completed applications, and makes its selection based upon: whether the applicant meets the criterion, the submitted information, letters of reference and statement of interest, and any additional supporting information.
 - ii) The school will notify applicants in writing - offers of Acceptance with invitation for an Interview, letters of Regret, or whether the applicant has been put on a Wait List.
 - iii) In the case of the Wait List, the applicant will be notified of any openings for the course at least 30 days before it begins, in which case the applicant will have the option to accept the placement or decline.
 - iv) Applicants who wish to have the admission decision explained may do so by calling the admission office. It is our intention at Ecole Holt Couture to deal as fairly as possible with all applicants.
 - v) Accepted applicants will be notified in writing of their admission offer to EHC.
- k) Wait List
 - i) The school maintains an active Wait List for at least 12 months, and may offer a placement if an opening is created up until 30 days before a course begins.
 - ii) This may be the case for a student who had participated in a course and had to withdraw for various reasons, has re-applied and wishes to continue his/her participation in the program.
- l) Waivers – intentional relinquishment of claim which includes:
 - i) Statement of Risk.

‘While every effort is made to provide a safe environment for each student, the student will be using domestic sewing machines which are regularly maintained and when used safely and with due attention will cause no harm; however, if used without due caution and attention may cause injury or loss.’
 - ii) Assumption of Risk by the Student.

‘I understand that participation in the program requires the use of a sewing machine, and that I may suffer injury or loss as a result of not using the sewing machine safely and with due attention. I freely accept and assume personal and sole responsibility for any injury or loss suffered by me as a result of my participation in the program.’
 - iii) Liability Waiver.

‘I release and save harmless Ecole Holt Couture, its employees, agents and representatives from any and all liability for any injury, loss, or expense that I may suffer as a result of my participation in the program.’
 - iv) Signed Release

‘I have read this document carefully and acknowledge my understanding that by signing it affects my legal rights.’

2. Attendance

- a) Students are expected to arrive to class on time as set out in the course schedule. Late attendance and missed classes, or late homework may disqualify the student from continuing with the course after three warnings - two verbal warnings, and a third and final written warning.
- b) 100% attendance is mandatory. Students must rely on fellow class mates to make up for missed material as make up instruction will not be offered.
- c) Text material will be given to each Student in attendance for each particular class. All text material is copyright protected and may not be reproduced without expressed consent by the school.
- d) Emergencies and illness must be reported to the school and will be treated at the discretion of the instructor on an individual case basis.
- e) The student's performance is measured by the results of their attendance, homework assignments, projects, professionalism and their full participation in the course.
- f) If a student is absent without acceptable reason, and without notification to the school, for 5 consecutive class days, they are considered as withdrawn from the program.

3. Cancellations

- a) Ecole Holt Couture reserves the right to cancel a program/course due to insufficient enrollment or other factors beyond its control.
- b) In case of cancellation, students/registrants are provided with the opportunity to defer participation to another term.
- c) If the student/registrant does not opt for a deferral the school refunds all portions of fees paid for which instruction has not been delivered. See 'Refunds'.

4. Career opportunities for Graduates and Instructors

- a) Career opportunities for Graduates in the design and manufacturing industry in Canada are as defined by the 'National Occupations Classifications' of Human Resources and Skills Development Canada, please note many of these are considered non-regulated occupations, and do not have standardized skills requirements. International career opportunities should be researched according to each individual country's requirements.
- b) Examples of titles:
 - i) Dressmaker, Alterationist, Dress patternmaker, Seamstress
 - ii) Sample Maker
 - iii) Ladies Tailor
 - iv) Custom Pattern Maker, Custom Grader, Marker
 - v) Fashion Stylist
 - vi) Fashion Designer
 - vii) Fashion Consultant
 - viii) Haute Couturier
 - ix) Couturier
 - x) Artisan
- c) EHC Graduate outcomes are specifically directed towards self-employment in Dressmaking, Couture Sewing, Tailoring and Design. Self-employment regulations in Canada are governed by the laws of each province and business by-laws of each city.
- d) Career opportunities are offered to Graduates of the school to become Instructors exclusively for EHC School. A special committee of the school is set up for the purpose of selecting prospective Instructors and to review such an individual's abilities, experience, skills and potential.

5. Class Size

- a) Class sizes are restricted to 6 students per class.
- b) If there are more than 6 students per class another class time shall be arranged, when possible, to accommodate the extra students to maintain the instructor/student ratio.

6. Copyright

- a) All text material, samples, intellectual, artistic and promotional material of the school is protected by copyright and is the sole property of the school and may not be reproduced or otherwise used without the express written permission of the school.
- b) This applies to Students, Graduates, Instructors, past Instructors, Agents and Representatives.

7. Course Descriptions, Outlines, Schedules, Fees, and Calendar

- a) Course descriptions, outlines, schedules, fees and calendar are determined by the school each year and are provided to registered students.
- b) Course descriptions and outlines define the material covered by each Term within the year.
- c) Schedules and course Calendars provide the times, dates and deadlines for each class and program are determined for the following year based on continuing students and new applications.
- d) Fees are reviewed and updated from time to time and are posted in published material.

8. Dropout/Withdrawal

- a) Several circumstances that may force a student to leave the program early or withdraw from the program, for example, a serious accident or illness, a severe psychological problem, or a family problem.
- b) In the case of the student who, due to emergency circumstances is forced to withdraw early or is unable to complete any aspect of the requirements for the program, Ecole Holt Couture will report an 'Incomplete' on the Student's record.
- c) The withdrawn student may later re-apply to repeat the course or program.
- d) Refunds or portion of refunds for tuition fees paid will be provided, according to the refund policy.
- e) All formal withdrawals from the school shall be provided by students by written notice be sent to, and acknowledged as received by, the admissions officer of the school.

9. Diplomas/Certificates

- a) An Ecole Holt Couture '**Certificate**' is awarded for the successful completion of the primary 2 Year Program consisting of 60 weeks [six Terms] to graduates with:
 - i) The working knowledge and experience to make made-to-measure women's garments, take measurements, interpret basic designs, create custom patterns, fit, construct and professionally finish garments in a ladies wardrobe consisting of indoor, outerwear and special occasion items.
- b) An Ecole Holt Couture '**Diploma**' is awarded for the successful completion of the advanced 2 year Program, consisting of 60 weeks, [six Terms], and is offered only to graduates of the EHC Certificate Program, and is awarded to graduates with:
 - i) Working knowledge and experience to create and interpret original designs, sketch presentation illustrations and working drawings, create and draft original patterns, plan and schedule tasks, assess and purchase material requirements, custom fit, construct custom garments of various fabrics with some experience working with leather and fur, and professionally finish with fine detailing: formal and informal indoor and outerwear, tailored sporting wear garments, structured evening gowns and create various accessories in a complete ladies wardrobe.

10. Disqualification from Program

- a) Disqualification is defined as: declaring a student ineligible, or unfit, to continue participation in the current program. Students may be eligible to be readmitted into the Program at a later date.
 - i.) Students may be disqualified from the program after three warnings.
 - ii.) First and second warnings are given verbally
 - iii.) The third warning is given in writing.
- b) Automatic disqualification is given after the third warning in writing including the reason:
 - i) For chronic late attendance, missed classes, late or incomplete assignments, intoxication, substance abuse.
 - ii) Emergencies and illness will be treated at the discretions of the Instructor on a case basis in consultation with the school body.
 - iii) Late tuition fees or dishonored tuition payment.

11. Expulsion from the Program

- a) Expulsion is defined as: the permanent removal of the student from the entire school system.
- b) Students will be expelled immediately under the following conditions:
 - i.) verbal or physical abuse
 - ii.) cheating and/or deceptive behavior
 - iii.) unacceptable, destructive or offensive behavior
 - iv) illegal activity
- c) Expulsion will be followed up in writing and will permanently prevent the student from re-entering the school system.

12. Facility

- a) The school facility space refers to:
 - i) Reception area/fitting room
 - ii) Studio space
 - iii) Classroom space
 - iv) 1 Washroom facility (unisex)
 - v) Lunchroom
 - vi) School Office
 - vii) Occupies lower level of private residence with separate Entry and Emergency Exit, with no wheelchair accessibility.
 - viii) Is non-smoking anywhere on the premises
 - ix) Short 5-7 minute walk to several City of Calgary transit routes
 - x) Limited on-street parking
 - xi) Located in City of Calgary

13. Grievances/Complaints

- a) The school is committed to providing only top quality learning and teaching experiences to achieve the highest standards in the delivery of its services
- b) The school welcomes feedback from students on all aspects of their experience at the school to help improve services for the future.
- c) The school shall take complaints and grievances seriously and aims to deal with student complaints:

- i) promptly
 - ii) fairly
 - iii) in a constructive manner
 - iv) with a copy of the documentation regarding all complaints and grievances in the students records
- d) Students are encouraged to resolve complaints
 - i) informally stating the complaint to the instructor
 - ii) suggesting the action they believe would resolve it
 - iii) and supply any documented evidence supporting the stated complaint if available.
- e) Wherein a complaint is found to be justified, it may not always be possible to give the student the remedy they seek because
 - i) the proposed remedy may compromise the school's standards
 - ii) the proposed remedy may be in some way unrealistic
 - iii) of limited resources and other implications, however
- f) The school shall always provide a constructive response and explanation or other suggested resolution.

14. GST

- a) All instruction material and text material included in the tuition fees are GST exempt.
- b) Any instruction, materials which are not paid for in the tuition fees, and are a part of the Program curriculum and are sold by the school to the students aside from the above is subject to GST.
- c) Any field trips, costs for extra curricular speakers etc., is subject to GST.

15. Homework/Assignments

- a) Significant amounts of homework are an integral part of the Certificate and Diploma Programs and require full completion by the students until the final date of the each course.
- b) Homework assignments are expected to be completed before the next class unless otherwise specified by the instructor.
- c) Completed homework assignments are graded and become part of the final grade of each student.
- d) Incomplete homework may constitute disqualification (see).

16. Instructors/Standards/Methods

- a) Instructors of the school shall be fully trained and competent in the area of expertise for the courses they teach, and agree to follow EHC teaching methodology and guidelines.
- b) Instructors educated from within the school shall hold the advanced Diploma of the school and have at least 3 years related working experience.
- c) Instructors shall have demonstrated the following abilities:
 - i) to communicate well in the English language
 - ii) to manage and supervise small groups
 - iii) to handle complaints according to school policy
 - iv) to be a positive role model in the area of ethical business practices
 - v) to be encouraging and fair to the students
 - vi) to exhibit and expect higher standards in skills, workmanship, and conduct of themselves and the students.
- d) Instructors whose performance and conduct has not lived up the above expectations will be reviewed by the school committee and appropriate action will be taken.
- e) Regular performance reviews will be undertaken by the school to insure the quality of instruction is maintained.
- f) The school uses the following instructional methods
 - i) in-class lectures
 - ii) school text material
 - iii) demonstrations
 - iv) supervised in-class assignments
 - v) homework assignments
- g) The strategy for the students to learn is by
 - i) listening, reading
 - ii) watching, observing
 - iii) making, resolving problems
 - iv) repeating and reinforcing learned material
 - v) interaction with instructor and class mates

17. Materials

- a) All fabric materials for *in-class projects* are supplied by the school.
- b) Materials for Homework and student Projects are the responsibility of the student.
- c) The school encourages students to use the best quality materials available to them to practice handling 'quality materials'.
- d) The school will give guidance for sourcing materials in the form of lists and suggestions.
- e) On occasion the school will offer for sale, material to students for projects or homework - see 'GST'.

18. Mission Statement

Ecole Holt Couture School of Couture Sewing and Design will provide its students with experienced instruction, resources and environment to pursue excellence in couture made garments through a unique curriculum combining European haute couture techniques with originality of design and perfection of fit. Graduates will then have the skills for dressmaking, tailoring and designing of haute couture level and bespoke tailored garments.

19. Office Hours

- a) Instructors shall state and keep office hours outside of class times.
- b) Office hours are for the purpose of answering queries, providing clarifications and handling student complaints.
- c) Any extra tuition or repeat instruction shall be mutually arranged between the school, instructor and student and charged as extra [private 'tuition'].

20. Payments

- a) All fees and tuition payments shall be paid according to the deadlines stated before any student/registrant may attend classes.
- b) All fees and tuition payments shall be made in the form of certified cheque or bank draft as specified on schedule of payments.
- c) All payments shall be made payable to Ecole Holt Couture.
- d) see 'Refunds' for payment returns.
- e) Registration fees are refundable and are, as is the case, applied to tuition fees paid. (see Refunds)
- f) see 'GST' for application of goods and services tax.

21. Performance and Grading System

- a) The areas of performance measured:
 - i) Responsibility and Maturity
 - ii) Professionalism
 - iii) Comprehension
 - iv) Mastery of Skills
- b) Students are graded on Performance and:
 - i) Mandatory full attendance and participation in the program,
 - ii) Conduct, enthusiasm and dedication to the program.
 - iii) Homework assignments and projects completed on time.
- c) Rating system used:
 - i) A – excellent, superior
 - ii) B – above average, good
 - iii) C – average, competent
 - iv) D – below average
 - v) F – failure
 - vi) I/W- incomplete, withdrawal
- d) Ratings will be reflected in the student's records.
- e) EHC official documents will be awarded for the successful completion of each two year Program.
- f) an EHC scholarship is available - see 'Scholarship'.
- g) Students are graded by their instructor.
- h) Final projects and overall grades are reviewed by the school's committee.
- i) Disagreements regarding grading will be addressed by committee:
 - i) with supporting fact finding evidence and materials
 - ii) past performance records
 - iii) a hearing from student and instructor
 - iv) witness accounts
- j) All school review committee decisions are final.
- k) There are several circumstances that may force a student to leave the program early or withdraw from the program, for example, a serious accident or illness, a severe psychological problem, or a family problem. In the case of the student who, due to emergency circumstances is forced to withdraw early or is unable to complete any aspect of the requirements for the program, Ecole Holt Couture will report an 'Incomplete' on the Student's record; however, the student may later re-apply to repeat the program.

22. Philosophy – 'The Process is as important as the Product'

- a) Everyone can ideally achieve a high level of competency in some area of expertise. This expertise should be the result of extensive training and mastery of specialized knowledge and skills. This kind of education today is unique, as it combines the best of learning by traditional apprenticeship and a modern formal structured curriculum.

23. Privacy
- a) All information gathered by the school about applicants, registrants, students and instructors is confidential and strictly for the use of the school and is not shared with any outside bodies.
 - b) If, for the purposes of government surveys or official inquiries about the school, information is requested regarding personnel or students, those individuals will be notified and asked permission to release such information. – see Alberta Student Enrolment Contract for Licensed Vocational Training Programs part D.
24. Programs
- a) Two Programs have been designated, each consisting of two Years.
 - i) Certificate Program – 2 years (2400 hours - 600 hours of in class instruction plus 1800 hours lab work)
 - ii) Diploma Program – 2 years (2400 hours - 600 hours of in class instruction plus 1800 hours lab work)
 - b) Each Year consists of 3 Terms – Fall, Winter and Spring.
 - c) Each Term consists of 10 weeks or 100 hours of instruction, as follows
 - i) 5 hour class/day, with a 30 minute break
 - ii) 2 days per week plus lab work 3 days per week.
 - iii) Classes are held on Tuesday and Thursday or Wednesday and Friday.
 - iv) Class times are determined each Term and posted in ‘course descriptions’, ‘course outlines’, ‘schedules’ and ‘calendar.’
 - d) Homework, lab and Projects are estimated to take a minimum 30 hours per week outside of class time.
 - e) Any extra courses to enhance the student’s education such as business administration for small business, computer assisted pattern drafting, fashion history, etc. should be sought out by the student as necessary.
25. Projects
- a) Projects are described as in-class, lab work assignments and final projects.
 - b) Projects are graded and included in the students overall performance record.
 - c) Projects reflect a student’s current ability, comprehension and standing in the program
 - d) All must be completed at the stated deadline.
 - e) Each project is expected to be mastered before continuing to the next project.
26. Refunds
- a) Registration fees are refundable if a student terminates a student contract on or before the 4th business day after signing the contract.
 - b) Refund of tuition - after training begins:
If a student contract is terminated after the vocational training begins, EHC is entitled to the following amounts of tuition:
 - i.) when 10% or less of the vocational training has been provided, 25% of the tuition;
 - ii.) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition;
 - iii.) when more than 50% of the vocational training has been provided, 100% of the tuition.
 - c) If EHC has received a tuition fee in excess of the amount that EHC is entitled to then EHC will refund the excess amount to the appropriate party.
27. Registration Fees/Application Fee/Processing Fee
- a) Are non-refundable and are applied to tuition fees paid after the cooling off period. (see Refunds)
 - b) The registration fee is \$500.00 Canadian dollars.
 - c) Fees are made payable to ‘Ecole Holt Couture’.
28. Resource Lists
- a) Resource lists will be compiled and given to registrants.
 - b) The school cannot guarantee the accuracy of the resource list in its information and prices which are reliant on suppliers, and that the suppliers will from time to time change or update their information.
 - c) Every reasonable effort is made to assist the registrants and students to source tools, equipment and materials.
 - d) It is the responsibility of the student to research and purchase their own tools and equipment with the help and guidelines given by the school.
 - e) Materials used and required for homework and projects are suggested by the school to ensure the learning experience is at an acceptable standard.
 - f) Where to purchase materials is suggested by the school.
- 29 Scholarships
- a) An EHC Scholarship is offered to the student achieving the highest level of excellence and performance standard, actively enrolled in the sixth Term of study in the EHC Certificate Program towards enrollment and tuition into the EHC Diploma Program. Scholarship level must be excellent and superior in all areas of performance.
 - b) The scholarship recipient and value is evaluated and selected by the EHC Advisory Board Committee.
 - c) ‘Bursaries’ (financial aid based on need) at the present time are not offered by EHC.

30. Sessions/Lectures/Demonstrations

- a) Each course class/session is delivered by lectures and demonstrations,
- b) The amount of course material delivered each class is determined by the instructor so that the entire course material is appropriately covered by the conclusion of the course.
- c) Any course material missed by the student is the student's responsibility to make up, by information supplied by fellow students, or by 'private tutorial'.
- d) Students must keep up with the classes so as not to hold the rest of the class back from progressing.
- e) Instructor's office hours are available to students to have any questions answered or information clarified. Class material will not be repeated by instructors during office hours.

31. Tools and Equipment

- a) Equipment owned by the school, supplied for students use during class sessions, shall be regularly maintained ie. Sewing machines, wireless internet access, etc.
- b) All tools and equipment which are listed as 'required' by the students are the responsibility of the student, and should be available for the students to use by the beginning of the first class.
- c) Tools and equipment lists are made available to all applicants who have been accepted into the school.

32. Tuition Fees

- a) Tuition fees are set by the school, and will from time to time be reviewed and updated.
- b) Tuition fees must be paid before the beginning of the course as per schedule - made available to each student.
- c) Unpaid fees, dishonored tuition cheques/payments, and late tuition payments are subject to Disqualification of the student.
- d) Full tuition fees must be paid each year by Bank Draft or combination of Bank Draft and postdated cheques at the commencement of classes each year.
- e) Tuition fees are made payable to 'Ecole Holt Couture'.

33. Tutorials/Private Tuition

- a) Tutorials are defined as private tuition not included in the tuition fees paid for the program course.
- b) Tutorials are mutually arranged between instructor and student and are charged as extra.
- c) Tutorials are charged on ½ day rate basis determined by the school.
- d) Private tutorials are not usually offered as an alternative to class tutorials and only offered in very exceptional circumstances.

34. Warnings

- a) Warnings are given by the instructor to students displaying unacceptable behavior.
- b) The first warning is presented verbally stating the unacceptable behavior, including a statement of the possible consequences of continuing said behavior.
- c) The second verbal warning is presented reiterating that this is the second warning, and that a verbal warning was presented at the time and date concerning the particular offense.
- d) A third and final warning for the same offense or unacceptable behavior, including the consequence for the continuance of the unacceptable behavior which is disqualification is presented in writing.
- d) If the unacceptable behavior continues after the third warning, the final action is immediate disqualification, supported by written notice, upon which the student can no longer participate in the current program.
- e) Note -Specific behaviors will not be tolerated and constitute immediate expulsion - see 'expulsion'.

35. Withdrawals

- a) see 'Drop-outs/withdrawals'