



**Be** ready.

**Great Plains College**  
Student Handbook  
**2022-23**

*great plains*  
college





# CONTENTS

Welcome.....	<b>01</b>	Student Policy - Late Fees .....	<b>07</b>
Mission, Vision, Values.....	<b>01</b>	Sexual Assault Policy .....	<b>08</b>
Strategic Directions & Goals .....	<b>01</b>	Student Policy - Academic Progress.....	<b>10</b>
Fees and Tuition.....	<b>02</b>	Student Policy - Grade Appeal .....	<b>11</b>
Student Associations.....	<b>02</b>	Student Policy - Student Appeal Policy.....	<b>12</b>
Scholarships and Bursaries .....	<b>02</b>	Student Policy - Internet and Email Access .....	<b>13</b>
Great Plains College Services .....	<b>03</b>	Student Policy - Student Conduct.....	<b>14</b>
Visitors.....	<b>03</b>	Student Policy - Fit for Learning Policy.....	<b>16</b>
Campus Hours.....	<b>03</b>	Violence Threat Risk Assessment - Fair Notice .....	<b>17</b>
Student Lounge and Food Services .....	<b>04</b>	Copyright Does Matter.....	<b>18</b>
Lockers .....	<b>04</b>	Campus Location Emergency Services.....	<b>19</b>
Phone Calls and Messages.....	<b>04</b>	College Contacts.....	<b>22</b>
Lost and Found.....	<b>04</b>	Financial Assistance .....	<b>23</b>
Exam Invigilation.....	<b>04</b>	Financial Assistance for Students with Disabilities .....	<b>24</b>
Non-Tobacco Use.....	<b>04</b>	Student Financial Assistance for Indigenous Students .....	<b>25</b>
Computer Use.....	<b>05</b>	Student Financial Assistance for Adult Learners.....	<b>26</b>
Great Plains College Clothing .....	<b>05</b>	Student Financial Assistance for Part-time Studies .....	<b>27</b>
Alumni.....	<b>05</b>	Saskatchewan Advantage Scholarship .....	<b>28</b>
Student Services .....	<b>06</b>	Training Voucher Program.....	<b>29</b>

# Welcome to Great Plains College!

## VISION

Growth, prosperity and quality of life through education and training.

## MISSION

To build careers, partnerships and communities in Saskatchewan.

## VALUES

Great Plains College is accessible, committed to excellence, collaborative, responsive and supportive.

## Strategic Directions & Goals

### 1. Optimize Student Success

- Improve pathways to meaningful employment or further education
- Enrich student learning experiences
- Enhance student life

### 2. Deliver Education to Meet Labour Market Development

- Identify and deliver quality programs and training to meet regional industry needs
- Engage with external stakeholders to define labour market needs and trends

### 3. Value Employees

- Promote a safe, collaborative and respectful work environment
- Encourage professional growth to build organizational capacity
- Recognize employee contributions

### 4. Build and Enhance Partnerships

- Increase external funding to assist with institutional operations
- Provide input to all levels of government on college growth and accountability

Great Plains College will continue to build its performance and relationships with stakeholders through enhanced services to students and increased understanding of incoming student needs, increased student retention, external investment and partnerships, along with targeted programs that meet regional needs and maximize program capacity through our staff's strengths.

## Fees and Tuition

### Payment of Fees

Great Plains College accepts fee payment by cheque, money order, debit, Visa, MasterCard or cash at all office locations. Please refrain from sending cash through the mail. A student's registration becomes effective upon payment of the required fees. A student cannot attend courses or programs until all fees are paid unless prior arrangements have been made with the Student Services office or the Director of Programs. Great Plains College reserves the right to withhold service or marks until all outstanding fees are paid. Please contact the Student Services office for more information.

## Scholarships and Bursaries

Great Plains College boasts one of the most competitive scholarship programs among regional colleges in the province. Thanks to the generous support of our donors, more than \$2 million has been distributed to students enrolled in full-time student loan-eligible programs since 2009, including approximately \$190,000 in the 2021-22 academic year.

**Great Plains College is pleased to offer a number of scholarship opportunities for students applying to full-time student loan-eligible programs, including:**

- ABE Persistence Awards
- Entrance Scholarships - \$500-\$5,000
- External Awards
- Grade 11 Early Entrance Scholarship - \$1,000
- International Student Awards

## Student Associations

Great Plains College Student Associations are established at the Kindersley, Swift Current and Warman Campuses. The student associations are led by students that work hard to enhance the education experience and quality of life throughout the college.

Students have been involved in casino nights, the Olympic torch relay, mock accidents, community tree plantings, chili cook-offs, ball hockey challenges, Halloween costume and ugly sweater contests, the Relay for Life, scavenger hunts, fundraising auctions, campus luncheons and bowling and pizza nights, among many other activities.

Students are needed to fill executive and member positions on the Student Association. Please ask your student adviser, program coordinator, or instructor how you can get involved and become a leader at Great Plains College. Recruitment and elections begin in early September and at the beginning of each program.

## Great Plains College Services

### In Case of Emergency

Your instructor will review Great Plains College emergency procedures at the beginning of your program. You will be made aware of what to do in case of emergencies (such as fires, tornados, lockdowns, etc.), where to assemble outside and who to report your presence to.

### Visitors

All visitors should report to reception and state the nature of their visit. Visitors are not allowed to enter classrooms without prior arrangement.

## Campus Hours

Biggar: Monday-Thursday, 8:30 a.m.-4:30 p.m.  
Maple Creek: Monday-Thursday, 9 a.m.-4 p.m.  
Kindersley: Monday-Friday, 8:30 a.m.-4:30 p.m.  
Swift Current: Monday-Friday, 8 a.m.-4:30 p.m. (Business Office hours)

### The Swift Current Campus is open for general use from:

Monday–Thursday: 7 a.m.-10 p.m.  
Friday: 7 a.m.-6 p.m.  
Saturday: 9 a.m.-4 p.m.  
Warman: Monday-Friday, 8:30 a.m.-4:30 p.m.

## Student Parking

**Biggar:** Students are permitted to park on the north side of the college in the lot labeled GPC Student Parking or in the BES2000 parking lot. Once that area is full, students can park on the street.

**Kindersley:** Student parking is permitted on the adjacent streets surrounding the college (Main Street and 5th Avenue). Parking is also permitted in the public lot on the far side of the United Church. Students are NOT permitted to park on Main Street in front of buildings other than the College, on 5th Avenue in front of the Town Office, in the parking lots in front of Hanger's Dry Cleaners, Saskatchewan Pension Plan or the Red Lion or in the Great Plains College staff parking lot.

**Maple Creek:** Students can park at the back of the building or on the street in front of the building.

**Martensville:** Students can park on the street close to the building.

**Swift Current:** Student parking permits are available for purchase for on-campus parking or for the 1st Avenue NE lot (beside the Legion Hall). You may contact the Business Office to request a permit. Parking permit stalls will be assigned based on first come first serve. Parking permits allow you to park Monday to Friday from 6 a.m.–6 p.m. in your designated spot.

- On-campus parking, August to July: \$240
- 1st Avenue NE lot, September to June: \$100 or \$50 per semester (September to December, January to April, or May to August)

**Warman:** Students are permitted to park on the west side of the college in the lot labeled GPC Student Parking. Once that area is full, students can park on the street.

## Student Lounge and Food Services

**Biggar:** A student lounge is situated in the classroom area of the college. Students have access to a fridge, microwave, coffee machine and a vending machine.

**Maple Creek:** Breakfast is provided to those students who are in attendance and on time for their classes each day. Students at Maple Creek Program Centre can also access the kitchen for coffee and also have access to the usage of the microwave and fridge for storage of food. There are soft drinks and water available at a nominal fee.

**Kindersley:** A student lounge is situated in the lower level. Students may use the fridge, access free coffee, socialize and play a game or two.

**Swift Current:** A student lounge and the A&A Café is located on the main floor providing beverages, snack and light lunches. Students are encouraged to use the games, TV, vending machines and furniture provided.

**Warman:** Students may access the high school cafeteria but must return to the college after their purchase. The sitting area is for high school students only.

## Lockers

**Swift Current:** The locker rental fee is \$25. Students must provide their own lock and agree to vacate their lockers by June 30. Great Plains College does not assume any liability for personal items left in lockers, and reserves the right to remove a lock when deemed necessary.

## Phone Calls and Messages

Privacy laws require that Great Plains College cannot confirm whether or not a person is on site. In case of an emergency, the caller must disclose the nature of the emergency so that staff can determine the best management case. In no circumstance do we guarantee delivery of personal messages. Exceptions may be made if prior arrangements are made with the Student Services office.

## Lost and Found

Please give any items found or notification of lost items to the instructor in charge of your course, reception or after hours to the campus attendant. Lost and found items will be kept for one program year. Unclaimed items will either be donated to a charitable organization or discarded at the end of the year.

## Exam Invigilation

Students can write exams by arrangement in the examination room during designated times. Other members of the community needing an exam supervised can also access these services on a limited basis. Exam invigilation fees may apply. Please contact the specific college location to make the necessary arrangements. All items not required to write the exam must be left at the front of the classroom. This includes pencil or pen cases and cell phones.

## Non-Smoking and Non-Tobacco Use

In an effort to create a healthier atmosphere for the college community, Great Plains College seeks to protect its students, clients, staff and visitors from the health risks associated with tobacco use and exposure to second-hand smoke. One of our goals is to promote and reinforce a tobacco free lifestyle. In the process Great Plains does not seek to force or require cessation of tobacco products use by its students, staff or visitors. Great Plains College seeks to uphold the personal rights and decision making processes of all people involved. Anyone who chooses to smoke is requested to use the designated smoking area only.

### **Smoking and tobacco use is prohibited in the following locations:**

- Inside campus buildings
- On campus grounds; including parking lots
- In all college-owned or leased vehicles

Offences will be dealt with in the same manner as violations of other college policies and may result in disciplinary action in accordance with the Student Conduct Policy. Sanctions and disciplinary actions could include: reprimand, probation, suspension and expulsion.



## Computer Use

All students who are accepted to a Great Plains College program are given a Great Plains College computer account. This account gives you login access to all computers at the college as well as an email account. When using the computers do not save information in the documents folder. Save to the "U" drive. The "U" drive can be accessed from any computer on campus. If you require help accessing college computers or your email account, please contact the front desk. Please ensure that you log onto the computers using your individual login and that you log out when you are done.

### Students must:

- Use the computers in a responsible and lawful manner
- Avoid using the facilities for personal financial gain
- Recognize that the computers are intended for educational use only
- Use only the programs that are installed on the computers and are available for student use
- Avoid using the lab during a scheduled class, unless permitted by the instructor
- Respect the rights of other users and the policies of sites and networks

### Please remember:

- Downloading of any type from the Internet is strictly prohibited without prior permission
- No food or beverages are allowed in lab facilities
- Computer printers shouldn't be used in lieu of a photocopier
- All full-time students are allocated a \$5 (50 copies) print credit along with their computer ID
- Additional credits may be purchased at any time during the year (sold in \$5 increments)
- To report any problems to an instructor or the IT assistant immediately

## Great Plains College Clothing

Great Plains College sells an assortment of college clothing and other items. Access our online shop 24/7 at [greatplainscollege.ca/shop](http://greatplainscollege.ca/shop).



## Student Services

Students are encouraged to make an appointment to access the assistance provided by Student Services. Students can access services free of charge and are encouraged to seek solutions to issues using the services provided. Instructors and program coordinators reserve the right to refer students to the Student Services office if it is felt that personal issues are impairing the student's performance.

### The services available include:

- Career advising
- Financial advising
- Academic advising
- Exam invigilation
- General advising (i.e.: attendance, performance, issues impairing success, etc.)
- Sponsoring agency issues/difficulties
- Financial aid
- Confirmation of enrolment
- Referrals to outside agencies
- Incoming referrals from instructors and-or program coordinators
- Special needs programming
- Student assistance and advocacy
- Student employment opportunities (employment opportunities are shared with Great Plains College students throughout the year in a variety of ways)

## Great Plains College Advising Team

### Biggar Program Centre

Adviser - Shanna Petersen 306.463.1353

### Kindersley Campus

Adviser – Shanna Petersen 306.463.1353

**Maple Creek Program Centre** - Adviser – Kim Wellings 306.662.3829

### Swift Current Campus

Adviser – Diana Molyneux 306.778.5454, Adviser – Mary Jane Benesh 306 778 5497

### Martensville Program Centre

Adviser - Jennifer Siermachesky-Proctor 306.651.1510

### Warman Campus

Adviser – Ryan Spence 306.657.1851

### International Students

Adviser – Jennifer Skazyk 306.773.1531





## Student Policy - Late Fees

- Full-time post-secondary programs
- University
- Adult Basic Education

The deadline for payment of tuition and other fees is the first day of the program. If payment is not received within 15 days a letter and email will be issued alerting students of the \$50 late fee assessed on their account. Payment of all college fees, including late fees, must be made within 15 businesses days from the date on the letter.

Failure to pay will result in a final letter and email and an additional \$50 late fee that is due within 10 days of the date on the letter. Students who have not paid the tuition and college fees in full by the final deadline date specified will be discontinued from Great Plains College programs and services.

A student may not register in another course until all outstanding fees are paid.

If a student is discontinued, the student will not be eligible for readmission, to any program, in the same academic year.

**International students will incur a \$500 late fee if fees are not paid within 30 business days after the start of the program.**

# Sexual Assault Policy

## References: Sexual Assault Procedures

Canadian Human Rights Act  
Saskatchewan Human Rights Code Regulations  
Occupational Health and Safety Act  
Criminal Code of Canada  
Violence Threat Risk Assessment (VTRA) Protocol  
Violence Threat Risk Assessment (VTRA) Procedures

## Purpose - Philosophy

All members of the Great Plains College community have a right to work and study in an environment that is free from any form of sexual violence. This document sets out our policy and response protocol to sexual violence and ensures that those who experience sexual violence are treated with dignity and respect, and are listened to without judgement and with acceptance of the disclosure as true.

## Scope

**This policy applies to all members of the college community:**

- a) whether the sexual assault is alleged to have occurred on or off college property or at a college event; AND
- b) where either the respondent, or both the complainant and respondent, are any of the following: employee, student, visitors, volunteers, contractors, service providers, management, member of the Board of Governors.

An investigation under this policy and corresponding processes will neither replace nor impede a criminal investigation of sexual assault or sexual violence. All persons have a right to pursue legal avenues whether or not they choose to proceed under this policy.

## Policy

We are committed to reducing sexual violence and creating a safe space for anyone in our College community who has experienced sexual violence. The College is a safe and positive space where members of the College community feel able to work, learn and express themselves in an environment free from sexual violence.

All reported incidents of sexual violence will be investigated to the best of the administration's ability and in a manner that ensures due process. The College will make every effort to create an environment in which all individuals feel comfortable making a report, in good faith, about sexual violence that he or she has experienced or witnessed.

We recognize that sexual violence can occur between any individual regardless of sexual orientation, gender and gender identity or relationship status as articulated in the Saskatchewan Human Rights Code. We also recognize that individuals who have experienced sexual violence may experience emotional, academic or other difficulties.

**We are committed to:**

- Assisting those who have experienced sexual violence by providing detailed information and support, including provision of and/or referral to counselling and medical care and appropriate academic and other accommodation.
- Ensuring that those who disclose that they have been sexually assaulted are treated with dignity and respect, listened to without judgement and with acceptance of the disclosure as true, and that their right to dignity and respect is protected throughout the process of disclosure, investigation and institutional response.
- Treating individuals who disclose sexual violence with compassion recognizing that they are the final decision-makers about their own best interests.
- Ensuring that on-campus investigation procedures are available in the case of sexual violence, even when the individual chooses not to make a report to the police.
- Engaging in appropriate procedures for investigation and adjudication of a complaint which are in accordance with College policies and standards, and that ensure fairness and due process.
- Increasing coordination and communication among the various departments who are most likely to be involved in the response to sexual violence on campus.
- Engaging in public education and prevention activities, and providing information to the College community about sexual violence on campus.
- Providing appropriate education and training to the College community about responding to the disclosure of sexual violence.
- Contributing to the creation of a campus atmosphere in which sexual violence is not tolerated.
- Monitoring and updating our policies and protocols to ensure that they remain effective and in line with current best practices.

# Student Policy - Academic Progress

**References:** ABE – Academic Progress-Attendance Procedures  
Post-Secondary Brokering Institution Academic Progress Procedures  
Student Appeal Policy

## Purpose - Philosophy

Great Plains College promotes learning within a supportive environment for all students. Students will be provided with instruction, support and opportunity to achieve their academic goals. Academic goals will be identified by the student and the instructor. Students are responsible for their individual academic progress. The monitoring of student progress is an important enabling and proactive strategy to assist students to achieve their learning potential by:

- Allowing for the early identification of students whose academic progress is less than satisfactory and who may need appropriate learning supports.
- Utilizing internal and external resources and supports.
- Identifying, intervening and possibly discontinuing students who continue to make unsatisfactory progress or fail to meet academic requirements.

## Policy

Academic progress refers to the student's movement within a course of study. Progress is not reliant on attendance. However, lack of attendance may be identified as a barrier impacting the student's ability to progress in their course of study. Students may also be required to meet attendance requirements or other conditions specific to a program/course requirement or to an external funder.

**Students who are not achieving minimal academic requirements or are not progressing towards their identified academic goals will receive timely assistance to address the issue. Students will:**

- be notified of their lack of progress,
- have expectations clarified,
- identify barriers influencing lack of progress,
- develop a plan to remove or rectify the barriers thus improving performance,
- identify resources and supports available to the student, as deemed appropriate,
- identify clear timelines, expectations and consequences for continued lack of progress.

**Students who do not meet the expected performance standards may be:**

1. required to perform specific remedial work
2. placed on academic probation
3. required to discontinue

# Student Policy - Grade Appeal

**References:** ABE – Academic Progress-Attendance Procedures  
Post-Secondary Brokering Institution Academic Progress Procedures  
Student Appeal Policy

## Purpose - Philosophy

The purpose of this policy is to assure that grades represent a fair and consistent evaluation of student performance and to provide students with a systematic process to follow relating to the appeal of a grade. The grade appeal process strives to resolve a dispute between the student and instructor in the assignment of a grade in a collegial and timely manner. Great Plains College supports open communication as the best means to resolve concerns about grades.

## Policy

A registered student may appeal a final grade or grades for work that contributes to a final grade. Students are required to follow an informal resolution process first by discussing the matter with the instructor. If agreement cannot be reached, a formal grade appeal may be filed according to the brokering institutions grade appeal process. In the case where a brokering institution may not have a grade appeal process or the program or course is not brokered, the following procedure should be applied.

## Procedure

If the informal appeal process does not resolve the matter to the satisfaction of the student, the student may file a formal grade appeal in writing.

The appeal should be submitted within 30 days of receipt of grade to the Program Coordinator who will then forward the appeal to the Region Manager. The Region Manager will undertake required consultations with the instructor, Program Coordinator and other relevant parties and present all information to the Director or Programs within five business days of receipt of the appeal for final decision. A grade may stay the same, be adjusted downward or be adjusted upward. The Director of Programs decision will be final.

The Director of Programs will ensure all relevant parties (student, instructor, Program Coordinator and Region Manager) are notified in writing within ten business days of receipt of the appeal.

Although maximum timelines are defined, every attempt shall be made to shorten the process. In complex cases the appeal process may continue beyond these deadlines. However, the review shall be initiated within the timelines of this procedure.

# Student Policy - Student Appeal Policy

**References:** Student Appeal Procedures, Post-Secondary Brokering Institution Student Appeal Policy & Procedures

## Scope

This policy applies to appeals received through the implementation of Great Plains College policies and procedures. Student wishing to appeal a decision made by a brokering institution shall be referred to that institution's student appeal policy and procedures.

## Purpose - Philosophy

The purpose of this policy is to recognize the rights of students to be treated in a fair and reasonable manner. We also acknowledge our staff's ability to implement policies and make decisions related to student academic and non-academic misconduct as well as decisions related to student progress, attendance and harassment investigations. The Student Appeal policy is designed to ensure such decisions made by staff are held to standards of procedural fairness and allow for due process consistent with the principles of natural justice. Students have a right to be fully informed of any allegations against them, the right to respond to the allegations and the right to appeal disciplinary rulings. Great Plains College shall respond to student appeals in a fair and systematic manner.

## Policy

A student at Great Plains College may appeal any college disciplinary or academic ruling in which the student feels that he/she has been treated unjustly, unfairly or in a prejudicial manner and which has a negative impact on his/her academic career. This would typically include rulings made through the application of the Student Conduct and Academic Progress policies.

NOTE: Decisions related to grade appeals are not subject to this policy and procedure. (See Grade Appeal Policy.)

**The rendering of a decision that impacts the academic standing of a student is not in itself grounds for appeal. Reasonable grounds for hearing an appeal would normally be restricted to:**

- alleged misapplication of procedural regulations or policy
- alleged inconsistent, discriminatory or arbitrary use of a regulation and/or determination of a penalty
- new evidence that has emerged and that was not considered at the time of the decision, but could impact the findings

Rulings, decisions, policies and procedures of partner institutions are not subject to this policy unless specifically described in formal agreements.

The application of principles of procedural fairness at the time of initial investigation and ruling by the original decision maker will reduce the number of appeals.

A student who has initiated the appeal process will continue in their program until the conclusion of the appeal process, unless the immediate out-of-scope Director decides the student's presence is detrimental to the campus community, the learning environment, the student's personal safety or the safety of others.

# Student Policy - Internet and Email Access

## Policy Statement:

Great Plains College wishes employees and students to be Internet literate and to have access, wherever possible, to email.

## Policy Guidelines:

1. It is intended that every location having a college owned computer should have access to the Internet.
2. The Internet and email should be used for the benefit of the College and its programs and services.
3. While the Internet contains a wealth of information, it also contains information which may be offensive, inappropriate, and illegal.
4. We should encourage appropriate use and practice that helps to protect against viruses and other threats to the integrity of the system.

## Policy Procedures:

1. Where email accounts are provided by the College as a means of communication by the general public or other government departments and agencies as a general point of access, i.e. the email address is generic, no personal communications should be transmitted to or from this address.
2. Personal communication should take place outside of regular working/classroom hours.
3. No employee or student may access any material, which might be construed as offensive to another; which is by its nature or content inappropriate in a college setting; or which is illegal.
4. Any user who violates the rules of good conduct on the Internet will lose their privileges to use the Internet or have an email account.
5. Internet users must understand that copyright laws continue to be in force and care should be taken in copying any original works without the author's permission.

## Internet and Email Access

6. The College reserves the right to monitor Internet and email communications by employees and students.
7. Users will exercise procedures for managing and archiving data and emails on a regular basis.
8. Students will be required to sign the Students' Computer Use Agreement.

# Student Policy - Student Conduct

**References:** Harassment, Abuse and Discrimination Policy, Student Conduct Procedures

## Purpose - Philosophy

Great Plains College strives to provide a positive and safe learning environment that supports students in achieving academic success. To that end, Great Plains College expects all members of its community to conduct themselves in a manner that promotes high standards of professional and personal conduct, academic integrity and personal accountability.

## Scope

This policy applies to all students at all Great Plains College campuses, training facilities, events, programs (including practicum placements and cooperative work placements) and college-led activities.

## Definitions

**Academic Integrity** the standards and expectations for quality and integrity of academic work. It helps to create a fair, productive and honest learning environment that contributes to the credibility and quality of our programs.

**Academic Misconduct** conduct that undermines academic integrity by using illegitimate or dishonest means to achieve academic success.

**Non-Academic Misconduct** conduct that is inappropriate, disrespectful, unsafe or unlawful. It also includes the misuse or damage of college property or resources.

## Policy

**Academic and non-academic misconduct include, but are not limited to:**

1) Academic Misconduct

a) Cheating: dishonest behaviour or the attempt to behave dishonestly to achieve academic success. For example:

- unless explicitly authorized by the instructor, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the room itself or when permitted to leave temporarily
- copying from the work of another student
- communicating with others during an examination to give or receive information, either in the examination room or outside of it
- commissioning or allowing another person to write an examination on one's behalf
- not following the rules of an examination
- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination
- altering answers on an assignment or examination that has been returned
- removing an examination from the examination room unless authorized by the instructor

b) Plagiarism: a form of academic misconduct in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. It is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through citations, references or other practices accepted by the academic community.

A student's use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Students who are uncertain of what plagiarism is should discuss the concept and practices with their instructors.

c) Participation in an Academic Offence: inappropriate collaboration whereby one person knowingly helps or encourages others to commit academic misconduct. For example, writing a test or paper for someone else.



d) Misrepresentation: may include a variety of inappropriate behaviours including:

- padding a bibliography with works not read or used
- providing false or incomplete information or supporting documents/materials on an application for admission, readmission, or transfer
- providing false information to obtain a deferral of work or examination
- altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance whether they be one's own or someone else's

## 2) Non-Academic Misconduct

### a) Disrespect

- subjecting any person to indignity, injury, degradation and bullying
- abusive, vulgar or violent language, gestures, etc.
- inappropriate display of vulgar, obscene, abusive, illegal, pornographic or discriminatory materials, clothing or actions
- any form of discrimination because of race, colour, age, disability, religion, sex, national origin, political affiliation, sexual orientation
- violence and harassment
- use of recording devices, without appropriate permission, inside or outside the classroom

### b) Educationally or Socially Disruptive Behaviour

- disturbing, disrupting or otherwise interfering with the educational activities (studies, laboratory/shop/practical exercises, lectures, etc.) of fellow students and instructors
- bringing illicit drugs, unapproved alcohol or other intoxicants to college facilities or events for personal use or for use by others
- attending training, educational, laboratory, practicum, cooperative placement or other services or training activities while under the influence of drugs, alcohol or other intoxicants
- neglect of workplace safety and health procedures or practices, or the creation of safety hazards

### c) Misuse of College Resources

- use of computing or network resources to access, create, view, listen to, store or transmit material that is harassing, obscene, abusive, illegal, pornographic, discriminatory, or that otherwise violates applicable laws, Great Plains College policies or community standards
- willful damage of facilities, resources or equipment
- theft and unauthorized use of college property
- use, possession or storage of any weapon, or any device that any reasonable person would believe is a weapon

### d) Violation of College Policies

- knowingly or unknowingly violating Great Plains College policies

Any student who is found to have engaged in academic or non-academic misconduct may be subject to disciplinary action. When making disciplinary decisions, Great Plains College uses processes that ensure procedural fairness and allow for due process consistent with the principles of natural justice. Students have a right to be fully informed of any allegations against them, the right to respond to the allegations and the right to appeal disciplinary rulings. The Great Plains College Harassment, Abuse and Discrimination Procedures outline processes for these specific types of non-academic misconduct. The Great Plains College Student Conduct Procedures outline processes for all other forms of academic and non-academic misconduct.

# Student Policy - Fit for Learning Policy

**References:** Canadian Human Rights Act, Saskatchewan Human Rights Code Regulations, Occupational Health and Safety Act, Student Conduct Policy

## Purpose

Great Plains College is committed to providing a safe, productive and healthy environment for its students, staff and visitors. This policy establishes a consistent framework to prevent and address situations where individuals, while on College property or acting as College representatives, are affected by the inappropriate use of drugs, alcohol, medication or any other substance that may jeopardize the safety of themselves or others.

## Scope

This policy applies to all students while on College property or when participating in events as a College representative.

## Definitions

Fit for Learning not under the influence of any drugs, alcohol, medication or any other substance that will hinder performance or compromise the safety to the student or others.

## Policy

To help ensure a safe and healthy educational environment, Great Plains College reserves the right to prohibit certain items and substances from being on college property.

### The college policy is that:

- Students are expected to abide by all governing legislation pertaining to the possession and use of drugs and alcohol.
- The possession, use, distribution and sale of drugs, alcohol and drug paraphernalia on College property is prohibited.
- Students shall ensure they are fit for learning and shall remain fit for learning while on campus and when assigned to be a college representative at off-campus events.
- Students are prohibited from being on campus while under the influence of recreational substances that may impair their performance or compromise safety to themselves or others.
- Students on medically approved substances that may impair their performance or compromise safety to themselves or others, must inform their Student Adviser or Program Coordinator. Proof of medical authorization may be required.
  - o The Student Adviser and Program Coordinator will work together to coordinate assistance and accommodation, as required.
- Students who present as unfit for learning will be sent home via safe transportation.
  - o The incident shall be reported to the Program Coordinator for further follow up.

## Disciplinary Action

Violations of this policy will be addressed in accordance with the College's Student Conduct Policy and Student Conduct Procedures.

# Violence Threat Risk Assessment - Fair Notice

Great Plains College is committed to creating and maintaining an educational environment in which students, staff and community members feel safe. The college cannot ignore any threat of violence.

## What is a threat?

- an expression of intent to do harm or act out violently against someone or something
- may be verbal, written, drawn, posted on the Internet, or made by gesture

## Duty to Report

To keep our college locations safe, staff, parents / guardians / caregivers, students and community members must report all threat related behaviours to a Great Plains College staff member, VTRA Lead or call 1-866-296-2472.

## What is the purpose of a Violence Threat Risk Assessment?

- to ensure and promote the emotional and physical safety of students, staff, parents, the individual making the threat, and others
- to ensure a full understanding of the context of the threat
- to understand the factors that contribute to the threat maker's behaviour
- to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker
- to promote the emotional and physical safety of all

## What is the purpose of a Student Violence Threat Risk Assessment?

**A Violence Threat Risk Assessment will be initiated for behaviours including, but not limited to:**

- serious violence or violence with intent to harm or kill
- verbal / written threats to harm or kill self/others (clear, direct and plausible)
- online threats to harm or kill self/others
- possession of weapons (including replicas)
- bomb threats (making and / or detonating explosive devices)
- fire starting
- sexual intimidation or assault
- gang related intimidation and violence

## What You Need to Know

- Any threat must be reported to a GPC staff member, who will inform the GPC-VTRA Lead
- Investigation may involve the GPC-VTRA committee, the police of jurisdiction, or other community agencies
- Investigation may involve locker or personal property searches
- Interviews will be held with the threat maker and other individuals who may have information about the threat
- Threatening behaviour may result in disciplinary action
- An intervention plan may be developed for the threat maker and a support plan developed for any individuals targeted by threats

**The information in this brochure reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.**

The complete Violence Threat Risk Assessment Protocol may be found on Great Plains College website at [www.greatplainscollege.ca](http://www.greatplainscollege.ca).

# Copyright Does Matter

## Student Guidelines for Posting, Scanning or Copying

The copyright law of Canada governs the copying and communicating of copyright-protected material. Certain copies and communications may infringe copyright law. These fair dealing guidelines are provided for your information. You are solely responsible for knowing your rights and responsibilities under the Copyright Act. Great Plains College is not responsible for infringing copies made by the users of these machines.

**The fair dealing provision in the Copyright Act permits the copying and communication of short excerpts from a copyright-protected work, without permission or the payment of copyright royalties.**

1. A student may copy and communicate, in paper or electronic form, a single copy of a short excerpt from a copyright-protected work for the purpose of research, private study, criticism, review, news reporting, education, satire or parody.
2. Copying for the purpose of news reporting, criticism or review must mention the source and, if given in the source, the name of the author or creator of the work.
3. A single copy of a short excerpt from a copyright-protected work may be posted to a learning or course management system that is password protected or otherwise restricted to students of a particular course.
4. A short excerpt means any one of a to g:
  - a. up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
  - b. one chapter from a book
  - c. a single article from a periodical
  - d. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
  - e. an entire newspaper article or page
  - f. an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
  - g. an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work
5. Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.

## Campus Location Emergency Services

### KINDERSLEY

#### Emergency Services

Fire/Ambulance/Police ..... 911 (emergency only)

RCMP ..... 463-4642

West Central Crisis Services ..... 463-6655

Kindersley Hospital ..... 463-1000

#### Service Agencies

Mental Health/Addictions ..... 1 (866) 268-9139 / (306) 463-8052

Health Line ..... 1 (877) 800-0002 ([www.healthlineonline.ca](http://www.healthlineonline.ca))

Kindersley Clinic ..... 463-2621

#### Canada-Saskatchewan

Labour Market Services ..... 446-8705

Social Services ..... 463-5470

Kindersley Food Bank ..... 460-7022

Salvation Army Family Services ..... 463-1717

Matrix Treatment Center (Addictions) ..... 463 - 6655

#### Other Important Numbers

Town of Kindersley ..... 463-2675

Kindersley Public Library ..... 463-4141

Highway Hotline ..... 1 (888) 335-7623

### WARMAN

#### Emergency Services

Fire/Ambulance/Police ..... 911 (emergency only)

RCMP ..... 975-1670

Gama Integrated Health Centre ..... 382-5554

#### Other Important Numbers

City of Warman ..... 933-2133

Wheatland Regional Library ..... 933-4387

Highway Hotline ..... 1 (888) 335-7623

## SWIFT CURRENT

### Emergency Services

Fire/Ambulance/Police.....	911 (emergency only)
RCMP.....	778-4870
Southwest Safe Shelter.....	778-3692

### Southwest Crisis Services

Women's Outreach.....	778-3684
Men's Outreach.....	778-3433
Swift Current Regional Hospital.....	778-9400

### Service Agencies

Addiction Services.....	778-5280
Alcoholics Anonymous.....	773-7494
Big Brothers/Big Sisters.....	773-1643
Christian Counseling Centre.....	773-0614
Community Health Services.....	778-5280
Gamblers Anonymous.....	773-6271
Human Resources Canada.....	778-4372
Legal Aid.....	778-8272
Mental Health Services.....	778-5280
Salvation Army.....	778-0515
Social Services.....	778-8219
Victim Services.....	778-4898

### Other Important Numbers

City of Swift Current Tel-A-Bus.....	773-1448
City of Swift Current.....	778-2777
Swift Current Comprehensive High School.....	773-2801
Swift Current Public Library.....	778-2752
Swift Current Housing Authority.....	778-3218
Highway Hotline.....	1 (888) 335-7623

## MAPLE CREEK

During the summer months, meetings with student advisers and Great Plains College staff are by appointment only.

### Emergency Services

Fire/Ambulance/Police..... 911 (emergency only)  
RCMP..... 662-5550

### Service Agencies

Hospital..... 662-2611  
Mental Health/Addictions .....1 (866) 786-2510  
(after hours 778-9522)  
Public Health .....1 (866) 786-2510  
Health Line.....1 (877) 800-0002 (www.healthlineonline.ca)  
Salvation Army..... 662-3871

### Other Important Numbers

Nekaneet Band Office .....662-3660  
Highway Hotline..... 1 (888) 335-7623  
Town of Maple Creek .....662-2244 (after hours 662-7333)

## BIGGAR

### Emergency Services

Fire/Ambulance/Police..... 911 (emergency only)  
RCMP..... 948-6600  
Biggar Health Centre ..... 948-3331  
Biggar Hospital ..... 948-3323

### Other Important Numbers

Town of Biggar ..... 948-3317  
Biggar Library..... 948-3911



## College Contacts

**Biggar Program Centre:** (306) 948-3363 or [biggar.office@greatplainscollege.ca](mailto:biggar.office@greatplainscollege.ca)

**Kindersley Campus:** (306) 463-6431 or [kindersley.office@greatplainscollege.ca](mailto:kindersley.office@greatplainscollege.ca)

**Maple Creek Program Centre:** (306) 662-3829 or [maplecreek.office@greatplainscollege.ca](mailto:maplecreek.office@greatplainscollege.ca)

**Swift Current Campus:** (306) 773-1531 or 1-866-296-2472 [swiftcurrent.office@greatplainscollege.ca](mailto:swiftcurrent.office@greatplainscollege.ca)

**Martensville Program Centre:** (306) 242-5377 or [warman.office@greatplainscollege.ca](mailto:warman.office@greatplainscollege.ca)

**Warman Campus:** (306) 242-5377 or [warman.office@greatplainscollege.ca](mailto:warman.office@greatplainscollege.ca)



## Need help paying for post-secondary studies?

You can apply for financial assistance to help pay for post-secondary education. When you apply, the government will assess your financial situation and offer you grants and loans based on your need.

### What's New?

- Canada Student Grants (CSGs) for all eligible full-time (FT) and part-time (PT) students, as well as the CSGs for students with disabilities (D) and students with dependents (DEP), remain doubled in 2022-23.
  - CSG-FT is up to a maximum of \$750 per month of study, or up to \$6,000 for a standard 8-month academic year;
  - CSG-PT is up to a maximum of \$3,600;
  - CSG-FTDEP is up to a maximum of \$400 per dependent, per month of study, or up to \$3,200 for a standard 8-month loan year;
  - CSG-PTDEP is up to a maximum of \$3,840;
  - CSG-D is a maximum of \$4,000.
- Starting in 2022-23, access to disability-related supports will be expanded to include students with persistent or prolonged disabilities lasting for at least 12 months and verified by a medical professional. Students will be required to self-attest every year to confirm the status of their disability.

### Request grants-only funding

When you apply for Saskatchewan student aid, you are assessed for loans and grants. You can choose to decline the loans and receive only grants.

For example,

- A student whose income is below the low-income threshold may be assessed for up to \$22,500\* in combined federal and provincial financial assistance (\$15,500 in loan funding and \$7,000 in grants). If grants-only funding was requested, this student would receive only grant funding of \$7,000

\* The amounts referenced above are only an example and will not apply to all students. Your student aid amounts will be based on your individual circumstances.

### Did you know?

- A grant is funding that you do not need to pay back. If you withdraw from school, some or all of the grant funding you receive will convert to a loan.
- A loan is funding you must pay back.
- You can apply for student aid if you are a full-time or a part-time student.
- In addition to helping with the costs of tuition, student aid can be used for living expenses like rent, food transportation and child care.
- Additional financial assistance is available to support the unique circumstances of Indigenous students, students with disabilities and adult learners. Check out our website for more information.
- If you have challenges repaying your loan, depending on your income, you may be able to defer or reduce your payments by accessing the Repayment Assistance Program.
- Loans are interest-free while in school and you don't have to start repaying them until six months after you complete your studies.

**DO NOT APPLY TO MORE THAN ONE PROVINCE.**

Read the Saskatchewan Residency questions on the application and contact the Student Service Center if you require additional help.

### Where can I get more information?

**Online:** [saskatchewan.ca/studentloans](https://saskatchewan.ca/studentloans)

**Toll-free:** 1-800-597-8278

**Email:** [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

**We are online! Follow us at:**

 [facebook.com/SaskatchewanStudents](https://facebook.com/SaskatchewanStudents)

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**Saskatchewan!**

# Student Financial Assistance for Students with Disabilities

## 2022-23

Students with disabilities are eligible to access all student loan and grant programs.

Some features of the Saskatchewan Student Aid program are specifically for students with permanent disabilities.

### What's new?

In 2022-23, access to disability-related supports will be expanded to include students with persistent or prolonged disabilities lasting for at least 12-months and verified by a medical professional. Students will be required to self-attest every year to confirm the status of their disability. This program expansion is subject to federal and provincial regulatory approval.

### What's important?

#### Financial supports for students with disabilities

Specific eligibility criteria apply. For details about eligibility and what your application must include, please see our contact information at the bottom of the page.

- If you are a student with a disability who is eligible for student aid, you will be eligible to receive the Canada Student Grant for Students with Permanent Disabilities. You will be automatically considered for this grant in your student aid application. This grant provides \$4,000 per school year to assist with educational or living costs.
- If you are a student with a disability, you may take a reduced course load and be eligible for student aid for a longer academic period.
- If you are a student with a disability enrolled at a post-secondary educational institution, you may be eligible to receive the Canada Saskatchewan Student Grant for Services & Equipment. This grant provides up to \$22,000 per program year including \$20,000 for the Canada Grant and \$2,000 for the Saskatchewan Grant. Examples of eligible costs include: tutors, interpreters, computer software and specialized transportation..

#### Additional funding for full-time students who have been out of high school for at least 10 years.

The Government of Canada provides a Skills Boost top-up to the Canada Student Grant for Full-Time Students.

If you qualify for the Canada Student Grant for Full-Time Students and you have been out of high school for at least 10 years, you will receive \$1,600 per year (\$200 per month of an eight-month school year) in additional grant funding.

#### Request grants-only funding.

When you apply for Saskatchewan student aid, you are assessed for a mix of non-repayable grants and repayable loans. You can choose to decline the loans and receive only grants.

#### Saskatchewan Advantage Scholarship

If you are a Grade 12 graduate (2012 or later) and enrol in a Saskatchewan post-secondary institution, you may be eligible to receive the Saskatchewan Advantage Scholarship. The scholarship provides \$750 per year, with a lifetime maximum of \$3,000. To receive this scholarship, students are required to apply for student aid.

### Did you know?

#### Students with disabilities are not required to make the fixed student contribution of \$3,000.

There is no fixed student contribution for students with disabilities, Indigenous students, students with dependants and students who are, or were, Crown wards.

### Where can I get more information?

**Online:** [saskatchewan.ca/studentloans](https://saskatchewan.ca/studentloans)

**Toll-free:** 1-800-597-8278

**Email:** [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

#### We are online! Follow us at:

 [facebook.com/SaskatchewanStudents](https://facebook.com/SaskatchewanStudents)

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# Student Financial Assistance for Indigenous Students

## 2022-23

Indigenous students are eligible to access all student aid programs. Some program features are specifically for Indigenous students, as well as other supports available that may be of interest to you.

### What's important?

#### Request grants-only funding.

When you apply for Saskatchewan student aid, you are assessed for a mix of non-repayable grants and repayable loans. You can choose to decline the loan and access only the grants.

#### Saskatchewan Advantage Scholarship

If you are a Grade 12 graduate (2012 or later) and enrol in a Saskatchewan post-secondary institution, you may be eligible to receive the Saskatchewan Advantage Scholarship. The scholarship provides \$750 per year, with a lifetime maximum of \$3,000. To receive this scholarship, students are required to apply for student aid.

### Financial supports for self-declared Indigenous students

#### Indigenous students are not required to make the fixed student contribution of \$3,000 per year.

There is no fixed student contribution for Indigenous students, students with disabilities, students with dependants and students who are, or were, Crown wards. These students may be eligible to receive more loan funding.

**PSSSP federal funding (i.e., band-funding), Métis Nation Post-Secondary Education Strategy (i.e., Métis Nation University Sponsorship Program administered through Gabriel Dumont Institute) and Inuit Post-Secondary Education Strategy are exempt from the need assessment.**

You do not have to declare this type of funding and it will not be deducted from the amount of student loans and grants you would be offered.

### Other features that may interest you

#### Additional funding for full-time students who have been out of high school for at least 10 years (Adult Learners).

The Government of Canada provides a Skills Boost top-up to the Canada Student Grant for Full-Time Students.

- If you qualify for the Canada Student Grant for Full-Time Students and you have been out of high school for at least 10 years, you will receive \$1,600 per year (\$200 per month of an eight-month school year) in grant funding..

#### The Canada Student Grant for students with dependants.

An eligible student whose income is below the low-income threshold will receive the full grant of \$93 per week per child (or about \$370 per month per child). If your income is higher than the low-income threshold, the grant will be lower.

#### Parents are not expected to contribute to your education costs if you are an independent student.

If you have been out of high school for four years or more or you have been in the workforce for at least two years, you are considered an independent student. Independent students may be eligible to receive more funding because there is no expected parent contribution.

#### Students with dependants.

If you are a student with dependent children, you may be eligible for monthly living allowances including daycare. Students with dependants are eligible to access all other student loan and grant programs.

#### If you live away from home, you can use your funding to visit your family..

If you are a student living in a different community than your family home (e.g. parents or spouse), an allowance may be included for one return trip home for each period of 16 weeks, to a maximum of \$600 per semester/term.

### Where can I get more information?

**Online:** [saskatchewan.ca/studentloans](https://saskatchewan.ca/studentloans)

**Toll-free:** 1-800-597-8278

**Email:** [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

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# Student Financial Assistance for Adult Learners

## 2022-23

Adult learners are students who enrol in post-secondary studies after at least 10 years away from high school. Adult learners are eligible to access student aid programs. Some features of the student aid program are specifically for adult learners.

### What's important?

#### **Additional funding for full-time students who have been out of high school for at least 10 years.**

The Government of Canada has extended the Skills Boost top-up to the Canada Student Grant for Full-Time Students until July 2023.

- If you qualify for the Canada Student Grant for Full-Time Students and you have been out of high school for at least 10 years, you will receive \$1,600 per year (\$200 per month of an eight-month school year) in additional grant funding

#### **The Canada Student Grant for full and part-time students with dependants.**

An eligible student whose income is below the low-income threshold will continue to receive the full grant of \$93 per week per child (or about \$370 per month per child). If your income is higher than the low-income threshold, the grant will be lower.

#### **Request grants-only funding.**

When you apply for Saskatchewan student aid, you are assessed for a mix of non-repayable grants and repayable loans. You can choose to decline the loans and receive only grants.

### Other features that may interest you

A change in your employment situation does not have to be a barrier to returning to school.

Your current income can be used to assess Canada Student Grant eligibility if your employment situation has significantly changed from the previous year (e.g. lost a job, left a job). This means a person who experiences a drop in income may qualify for additional assistance.

If you are a full-time or part-time student with dependent children, you may be eligible for monthly living allowances based on your income and the number and age of your children. This also includes a monthly allowance for daycare. Additionally, students with dependants are eligible to access all other student aid programs.

#### **Students with children are not required to make the fixed student contribution of \$3,000 per year.**

There is no fixed student contribution for students with children, Indigenous students, students with permanent disabilities and students who are, or were, Crown wards.

### Where can I get more information?

**Online:** [saskatchewan.ca/studentloans](http://saskatchewan.ca/studentloans)

**Toll-free:** 1-800-597-8278

**Email:** [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

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# Student Financial Assistance for Part-time Studies

## 2022-23

Financial assistance is available to help part-time students pay for post-secondary education. Eligible part-time students in Canada could get up to \$10,000 in federal loans in addition to grant funding.

Students taking between 20% and 59% of a full course load (or between 20% and 39% if you are student with a disability) at a designated post-secondary institution, can apply for Part-time Student Aid.

You can apply for your Part-Time Student Aid directly online through the Advanced Education Student Portal by creating a new account or using your existing one. You can also scan completed forms and upload them to your account using the upload feature, or you can upload forms through the Post-Secondary Document Uploader.

Part-time Student Aid is assessed based on student income and family size. The amount of funding awarded is calculated based on education costs, including tuition, learning supplies (i.e., text books and equipment costs), local transportation, and daycare.

**The Canada Student Grant for part-time students remains doubled from up to \$1,800 to \$3,600 for the 2022-23 loan year.**

## Canada Student Grant for Part-time Students with Dependants

If you are a student with dependants who is eligible for part-time student aid and whose income is below the low-income threshold, you may be eligible to receive the grant up to \$120 per week up to a maximum of \$3,840.

## Canada Student Grant for Students with Disabilities

If you are a student with a disability who is eligible for part-time student aid, you will be eligible to receive the Canada Student Grant for Students with Disabilities. You will be automatically considered for this grant in your student aid application. This grant provides \$4,000 per school year to assist with educational or living costs.

## Grant for Services and Equipment for Students with Disabilities

Part-time students with disabilities may be eligible to receive up to \$22,000 to help offset exceptional, education-related costs.

## Saskatchewan Advantage Scholarship

The Saskatchewan Advantage Scholarship is available to part-time students. If you are a Grade 12 graduate (2012 or later) and enroll in a Saskatchewan post-secondary institution, you may be eligible to receive the Saskatchewan Advantage Scholarship. The scholarship provides \$750 per year, with a lifetime maximum of \$3,000. To receive the scholarship, students are required to apply for student aid.

## Request grants-only funding

Applying for a Part-time Student Aid to access grants does not mean you have to take a loan if you prefer not to. When you apply for Saskatchewan Student Aid, you are assessed for a mix of non-repayable grants and repayable loan. You can choose to receive grants only by indicating this on your part-time application form..

## Did you know?

- A grant is funding that you do not need to pay back. If you withdraw from school, some or all of the grant funding you receive will convert to a loan.
- A loan is funding you must pay back.
- You can apply for financial assistance if you are a full-time or part-time student.
- Loans are interest-free while in school and you don't have to start repaying them until six months after you complete your studies..

## Where can I get more information?

**Online:** [saskatchewan.ca/studentloans](http://saskatchewan.ca/studentloans)

**Toll-free:** 1-800-597-8278

**Email:** [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

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# Saskatchewan Advantage Scholarship

## 2022-23

The Saskatchewan Advantage Scholarship (SAS) provides \$750 to a lifetime of \$3,000, to eligible grade 12 graduates, including Adult Basic Education (ABE) and GED® students.

Through the student loan assessment, students with demonstrated need will receive the Saskatchewan Advantage Scholarship. The student must apply for Saskatchewan student aid and also meet the following eligibility criteria to receive the scholarship:

- Graduated from grade 12 in Saskatchewan (including ABE and GED®) on or after January 1, 2012;
- Enrolled at a Saskatchewan post-secondary institution in a program that is recognized for Saskatchewan Student Aid (certificate, diploma, and degree programs).

With the exception of both Lakeland College campuses and specific specialized health programs, programs at post-secondary institutions outside of Saskatchewan are not eligible.

## Request grants-only funding

Applying for student aid to access this scholarship does not mean you have to take a loan if you prefer not to. When you apply for a student aid, you are assessed for a mix of non-repayable grants and repayable loans. You can choose to decline the loans and receive only grants.

## Other program details

- Students have up to 10 years to receive the maximum of \$3,000;
- The scholarship is available to both full-time and part-time students;
- Apprentices are not eligible for the scholarship.
- If you meet the eligibility criteria and your student aid assessment results in at least \$1 of need, you will receive the scholarship.

## Where can I get more information?

**Online:** [saskatchewan.ca/studentloans](https://saskatchewan.ca/studentloans)

**Toll-free:** 1-800-597-8278

**Email:** [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

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# Training Voucher Program

## What is the Training Voucher Program?

This program is targeted to workers affected by changes in their industry including those related to recent economic impacts. Eligible clients may be able to access funding for training to re-enter the labour market. Clients will be authorized for participation based on available funding.

## What costs are eligible?

Tuition, fees, books, supplies, and other mandatory or direct costs of training as per the agreement with the participating institution.

## What training is eligible?

Training must be provided by a participating training institution.

Career Services, Government of Saskatchewan, authorization to participate in the program must be in place prior to the program start date or within the first six weeks of the program start date.

## What training is not eligible?

Training not eligible for the program includes:

- Apprenticeship training; and
- Part-time training under 10 hours per week

**Important note:** Individuals on Employment Insurance (EI) who wish to continue receiving benefits while attending training should contact the Career Services toll-free number to book an appointment.

If you require information on Employment Insurance (EI), please contact Service Canada toll free: 1.800.206.7218

## Who is eligible?

Clients must:

- Be unemployed;
- Be under employed working 16 hours per week or less. This includes all jobs currently held at the request of funding and includes self-employment;
- Be legally entitled to work in Saskatchewan;
- Be at least 16 years of age;
- Be facing skills-related barriers to obtaining employment;
- Demonstrate labour market attachment history /job-readiness capacity; and,
- Demonstrate the ability to financially support oneself in order to complete the training (i.e. EI, student loans, other, etc.)

## How does it work?

Career Services will provide career counselling services to identify career and training opportunities. Services involve:

- Comprehensive employability assessment;
- Development of Career Action Plan; and
- Assessment of Training Voucher Program Eligibility, if relevant to the Action Plan.

Together, the client and Career Services will develop a Career Action Plan. If training is part of the plan, Career Services will determine eligibility to participate in the program

To schedule an appointment to discuss Training Voucher Program options, please contact:

**1-833-613-0485**

**[careerservices@gov.sk.ca](mailto:careerservices@gov.sk.ca)**

### **BIGGAR PROGRAM CENTRE**

- Shanna Petersen

Box 700, 701 Dominion Street, Biggar, SK S0K 0M0  
Phone: (306) 948-3363

### **KINDERSLEY CAMPUS**

- Shanna Petersen

Box 488, 514 Main Street, Kindersley, SK S0L 1S0  
Phone: (306) 463-6431, Fax: (306) 463-1161

### **MAPLE CREEK PROGRAM CENTRE**

- Kim Wellings

Box 1738, 20 Pacific Avenue, Maple Creek, SK S0N 1N0  
Phone: (306) 662-3829

### **MARTENSVILLE PROGRAM CENTRE**

- Jennifer Siermachesky-Proctor

66 Main Street, Martensville, SK S0K 2T0  
Phone: (306) 651-1510

### **SWIFT CURRENT CAMPUS**

- Diana Molyneux, Mary Jane Benesh, Jennifer Skazyk

129 2nd Avenue NE, Swift Current, SK S9H 2C6  
Phone: (306) 773-1531, Fax: (306) 773-2384

### **WARMAN CAMPUS**

- Ryan Spence

Box 1001, 201 Central Street, Warman, SK S0K 4S0  
Phone: (306) 242-5377, Fax: (306) 242-8662

### **INTERNATIONAL STUDENTS**

- Jennifer Skazyk

Phone: (306) 773-1531

**Be**  
well.

**Great Plains College is pleased to provide all registered students with access to FREE counselling services.**

Students can access these services by visiting the following website:

<http://www.inkblottherapy.com/greatplains>

Use your Great Plains College email address to sign in, create an account and get started!

If you have any problems or questions please contact the student adviser at your campus location.



*great plains*  
college

