COLLEGE POLICY

Policy No. & Title:	**C-413 Career Services for Students**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

Purpose

To establish the guidelines and expectations related to Career Services support to students, when they may waive their requirement for support, and to establish the timelines when such services are available to students.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

N/A

POLICY

1) Students shall receive assistance from the Career Services department in preparation for the student's job search.
2) Students must successfully complete either the Career Management course or the Career Planning and Preparation course (depending on the student's program). Note: this does not apply to students enrolled in the Sydney Campus.
3) The Career Services department will assist students during their time in school and for a limited period, as determined solely by the College, post-program completion.
4) The College shall not continue to assist students with their job search indefinitely.
5) Students who are financially incomplete when they complete their program of study are still entitled to assistance in their job search from Career Services.

Career Services Waiver

6) Students who decide they do not wish to receive Career Services assistance from the College in securing employment after completing their studies are required to sign a waiver to said effect.
7) Students may sign the waiver at any time during their program of study declaring they do not require the support of Career Services.
8) The signed waiver shall be retained in the student file once it has been signed by both parties and reviewed by the Campus Director/Remote Education Director.

Related Policies
N/A

Supporting Documents/Forms
C-413p Career Services for Students – Procedure