

MC COLLEGE

STUDENT STANDARDS – CERTIFICATE COURSES

WELCOME TO MC COLLEGE!

This guide will provide you with the information necessary to make your college experience a productive and valuable one.

These standards have been developed to create an effective learning environment with clear expectations and guidelines for students, instructors and all staff members.

CORE VALUES

- **Commitment:** we do what we say we will do.
- **Fun:** we love what we do.
- **Integrity:** we do the right thing.
- **Respect:** we treat others the way we want to be treated.
- **Mentor Artists:** we nurture creativity.

MISSION

MC College empowers graduates with skills to change their lives and enjoy rewarding careers.

As a member of the MC College Student Community, I understand and commit to the following standards:

- Be punctual and arrive prepared for each day.
- Recognize and respect the rights of all students to learn and all instructors to teach.
- Follow all health and safety protocols and keep work spaces clean and sanitized.

MC College encourages the use of personal devices for promoting student services and building clientele through Social Media. Students are encouraged to take photos or videos to share their work with family, friends and potential clients.

TUITION PAYMENTS

Students must pay for their course in full. No documents, including certificates and tax receipts will be released if there is a balance owing on the course.

SOCIAL MEDIA

The use of social media is important for interaction and connection. MC College encourages the use of personal devices for promoting student services and building clientele through Social Media. Students are encouraged to take photos or videos to share their work with family, friends and potential clients.

Platforms such as Instagram are perfect for students to showcase their work and differentiate themselves through an Instagram portfolio. Following MC College @mccollegegroup and tagging us regularly will allow you to reach more prospective clients and employers. We use our platforms to promote students' work.

Students must not post photographs, video or other recordings of any Students, MC College Staff or

Clients via social media, except with the knowledge and consent of the individuals involved. It is unacceptable to post harassing, abusive, or malicious, images or comments. Students who violate the social media policy may face disciplinary action.

CERTIFICATES

In order to receive your certificate for the program, you must fulfill the practical requirement of the course and receive a passing grade of 70% on all required exams.

REFUND POLICY

No refunds will be issued after the course start date unless required by provincial government regulations.

PRIVACY POLICY

MC College collects students' personal information for the following reasons:

- To maintain student records as required by provincial regulations.
- To keep students/graduates informed of activities of the school.
- To issue T2202 Tax Receipts

Students' personal information is not used for any other purpose.