



Student Statement of Rights

The following Student Statement of Rights to ensure our students are fully informed of their entitlements and responsibilities. This statement aligns with the regulatory standards of British Columbia and reflects best practices observed in other educational institutions within the province.

Student Statement of Rights

At the Canadian National Institute of Business (CNIB), we are committed to fostering an environment of respect, integrity, and excellence. As a student of CNIB, you are entitled to the following rights:

1. Right to Fair and Respectful Treatment
 - You have the right to be treated fairly and respectfully by all members of the CNIB community, including faculty, staff, and fellow students.
2. Right to a Clear and Comprehensive Enrolment Contract
 - You have the right to a student enrolment contract that includes:
 - The total amount of tuition and any additional fees for your program.
 - The institution's refund policy.
 - If applicable, the requirements to participate in any work experience and the geographic area where it will be provided.
 - Information on whether your program has been approved by the Private Training Institutions Branch (PTIB) or does not require approval.
3. Right to Access Institutional Policies
 - You have the right to access and review CNIB's policies and procedures, including but not limited to:
 - Privacy and Personal Information Protection Policy
 - Student Complaint Resolution Policy
 - Tuition Refund Policy
 - Sexual Misconduct Policy
 - Academic Integrity Policy
4. Right to a Safe and Inclusive Learning Environment
 - You have the right to a learning environment free from discrimination, harassment, and sexual misconduct.
 - All reported incidents will be addressed promptly and in accordance with CNIB's Sexual Misconduct Policy.
5. Right to Confidentiality
 - You have the right to the confidentiality of your personal information, educational records, and any disclosed incidents, as outlined in CNIB's Privacy and Personal Information Protection Policy.
6. Right to Academic Freedom and Support
 - You have the right to engage in scholarly activities without undue interference.
 - You have the right to access academic support services to assist you in achieving your educational goals.
7. Right to Dispute Resolution



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- You have the right to access CNIB's Student Complaint Resolution Process to address any concerns or complaints.
- You are protected against any form of retaliation for filing a complaint.
- 8. Right to Tuition Refunds
 - You have the right to a refund of tuition fees in accordance with CNIB's Tuition Refund Policy, which complies with PTIB regulations.
- 9. Right to Make a Claim to PTIB
 - If you believe that CNIB has misled you about a significant aspect of your approved program or if the institution ceased to hold a certificate before you completed an approved program, you have the right to file a claim to PTIB for a tuition refund.
 - Claims must be filed within one year of completing, being dismissed, or withdrawing from your program.

Student Responsibilities

Along with these rights, you have the following responsibilities:

- Adherence to Policies: Familiarize yourself with and adhere to all CNIB policies and procedures.
- Academic Integrity: Maintain honesty and integrity in all academic work.
- Respectful Conduct: Treat all members of the CNIB community with respect and refrain from any form of harassment or discrimination.
- Timely Communication: Communicate promptly with faculty and staff regarding any issues that may affect your studies.
- Protection of Privacy: Respect the privacy and confidentiality of others.

By upholding these rights and responsibilities, we collectively contribute to a positive and productive educational environment at CNIB.

Note: This Student Statement of Rights is subject to periodic review and may be updated to reflect changes in institutional policies or regulatory requirements.

Implementing and prominently displaying this Student Statement of Rights will ensure that CNIB meets and exceeds the compliance standards set forth by British Columbia's educational authorities, thereby fostering trust and transparency within our student community.

APPROVAL AND REVIEW DETAILS

Approval and Review	Details