



# **MASSAGE THERAPY DIPLOMA PROGRAM**

## **PROGRAM CATALOGUE**

September 2025

**ICT Kikkawa College**  
**Toronto, ON**

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# Welcome® to ICT Kikkawa College

ICT Kikkawa College, a division of Kikkawa Shiatsu School Inc., owns and operates one private career college in Toronto. Kikkawa College was founded in Toronto, Ontario, in 1981.

## Land Acknowledgement

### Kikkawa College - Toronto:

*We wish to acknowledge the land on which ICT Kikkawa College operates. The land on which we are meeting is the traditional territory of many nations, including the Mississaugas of the Credit, the Anishinaabe, the Chippewa, the Haudenosaunee, and the Wendat peoples, and is home to many diverse First Nations, Inuit, and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.*

### Our Mission Statement

ICT Kikkawa College is dedicated to graduating excellent therapists and practitioners who are able to determine the primary cause of the client's complaint efficiently and accurately and to treat the condition effectively. Therapists and practitioners trained at ICT Kikkawa College exemplify excellence in professional behavior and standards, practice management, and community service. They are committed to lifelong learning and professional development.

### Our Philosophy

We believe that complementary therapy is an essential component of contemporary health care, and that quality health care education encourages students to think critically about health care problems. We also believe that quality health care education is provided within a framework of a partnership that brings together educators, therapists, and students. Finally, we believe that high professional standards of complementary therapy and practice must be upheld in educating students who will become our colleagues.

### Our 42 Year History of Distinguished Contributions to Complementary Therapy Education

For the past several decades, complementary health care has experienced tremendous growth and increasing acceptance from the public and conventional medicine. Our innovations have been instrumental in this growth. Among our achievements:

- We were the first private career college to introduce a 2200-hour massage therapy program in Ontario.
- We were the first to open a school devoted exclusively to massage therapy in Nova Scotia; we were the first accredited school for massage therapy in Canada.
- We were major contributors to the development of the Ontario-Core Curriculum Document, the pioneering standard-setting competency document adopted by the College of Massage Therapists of Ontario.
- We incorporated in 1987 the now-standard orthopedic approach to client assessment into our curriculum.



- We remain at the forefront of massage therapy curriculum development, emphasizing clinical assessment, an integrated approach, and critical thinking skills in our educational model.

### **Our Program Goals and Objectives**

Our Program is designed to graduate effective therapists fully prepared to enter the professional health care community. Toward this end, successful students in our Program will:

- Attain knowledge of anatomy, physiology, and pathology, and effectively apply this knowledge to clinical practice.
- Achieve a high level of proficiency in determining the primary cause of a client's complaint.
- Develop a sensitive and caring approach to client care.
- Attain a high level of integrity and professionalism as healthcare providers.
- Acquire business skills necessary for building and managing a successful practice.
- Be prepared for the Ontario provincial licensing examination.
- Be prepared to practice massage therapy based on the Ontario model in jurisdictions where licensing does not exist.
- Commit to lifelong learning as required by professional standards.



## Admissions Policies and Procedures

### How to Apply

Applications to the Massage Therapy Diploma Program at ICT Kikkawa College are accepted throughout the year. Applicants are encouraged to apply early to the program that suits them:

- Regular (82 weeks)
- Fast-track (73 weeks)
- Part-time

Applicants must submit a completed application form directly to the school.

An application fee of **\$75.00 plus HST** (non-refundable) must accompany the application form. Applicants must also submit one official copy of a high school transcript (or equivalent) or university/ community college transcript.

Prior to registration, applicants will be required to present the following proof of identification:

- A Social Insurance Card (or photocopy) and,
- One of the following *original* pieces of ID:
  - Birth certificate
  - Valid driver's license
  - Valid provincial health card
  - Valid passport
  - Valid immigration card

International students will be required to present a Student Visa instead of a Social Insurance Card.

To be eligible to begin some segments of the Clinic and/or Field Placement component of the program, students may be required to supply proof of a current tuberculosis (T.B.) test.

In accordance with ICT Kikkawa College's *Harassment and Discrimination Policy* (1996), and the *Ontario Human Rights Code*, all applications are reviewed by the Admissions Department without regard to the age, disability, race, religion, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, marital status, or family status of the candidate

### Minimum Admission Requirements

Applicants must possess a high school diploma/ certificate or its equivalent. A candidate who does not fulfill these minimum admission requirements but is 18 years of age or older (if applying to Kikkawa College) as of the first official day of classes may apply as a mature student. A copy of proof of age must be submitted with the application. Candidates who apply as mature students will either be required to acquire their G.E.D or pass an Adult Achievement Test/Scholastic level exam.

### Criminal Record Check

Students are required to submit a valid police check as part of their admission process. This is a mandatory requirement to ensure a safe and secure learning environment for all. Individuals who refuse or fail to provide the necessary police check may face the possibility of not being admitted to the school. The police check must be clear and dated within the last six months.

### **Conditional Acceptance**

Candidates may be accepted into the program on a conditional basis. Students accepted on conditions may be required to meet admissions requirements by taking ICT Kikkawa College's Preadmission Course (or an equivalent course elsewhere) prior to the commencement of the program and/or the equivalent of such courses concurrent to the program as prescribed by the Admissions Department.

### **English Language Proficiency**

The language of instructions at ICT Kikkawa College is English. Students must be proficient in all areas of the English language, including speaking, reading, writing, and oral comprehension.

Students must complete the English Language Proficiency Test from Kikkawa College.

In addition to ICT Kikkawa College's language proficiency requirement, applicants are advised that as a prerequisite to Registration as a Massage Therapist in Ontario, students must also meet the College of Massage Therapists of Ontario's language fluency requirement.

The CMTO requires language fluency assessment test results to be submitted by candidates whose first language is neither English nor French, and whose secondary school education was not completed in English or French. For further details, consult the CMTO's Certification Examination Candidate Handbook.

ICT Kikkawa College is approved for 30 hours of Ethics and Communications, as well as 30 hours of the English Fundamentals course. Successful completion of ICT Kikkawa College's Program of study does not automatically guarantee that a student will fulfill the CMTO's language requirement.

### **Special Needs**

ICT Kikkawa College encourages applicants with special needs to consider a career in complementary health care. However, ICT Kikkawa College has limited resources to provide assistance to students with physical, learning, and emotional disabilities. ICT Kikkawa College examines each situation on a case-by-case basis. In order to be considered, the applicant must submit a request in writing with accompanying supporting documentation to the Registrar prior to the start of the school year.

All special requests that may hamper the student's ability to write any form of examination or practical testing, including but not only limited to the need for additional time, should be submitted to the college at the time of registration. During the year, if such accommodations arise, additional documentation, such as doctor's notes, and other forms must be presented to the Admissions Department immediately and no later than 1 month prior to the examination. Requests submitted after the 1-month period before examinations will not be considered. It is imperative for the student to submit their special accommodations and supporting documentation to the admissions department during the year.

### **Transfer of Credit (Advanced Standing)**

Applicants may request a transfer of educational credit from recognized institutions. Requests for transfer of credit must be directed to the Admissions Department along with the application to the program. Applicants requesting a transfer of credit will be required to submit an official transcript indicating completion of the course material. They must also submit a syllabus that demonstrates that the course is substantially similar in length, scope, and learning objectives to ICT Kikkawa College's massage therapy program. If the request is accepted, the applicant may be required to take a challenge examination on a pass-fail basis.

The examination fee is **\$50.00 (plus HST)**, paid in advance. If the applicant passes the challenge examination, the letters TC (Transfer of Credit) will appear on any transcript issued by the school. A maximum of 50% of the applicant's program may consist of transfer credits.

### **Special Student Status**

Students required to repeat courses must apply for admission as Special Students.

Admission to the program as a Special Student is subject to the approval of the Evaluation and Promotion Committee. The committee's decision is final and is not subject to appeal.





## Application and Fees - ICT Kikkawa College - Toronto

### Application Fee

The registration fee of **\$100.00** is to be paid upon initial registration. These amounts are not applied to the tuition fee. It must be paid again if a year or more has elapsed since submission of the original application. These fees are **Non-refundable**.

### Tuition Fees

#### Full-Time Students

If a student is taking an 80% course load or more, they are considered a full-time student and accordingly charged full-time fees.

Tuition fees for newly registering students attending ICT Kikkawa College full time in the 82-week or 73-week program are as follows:

|                                                   |                    |                                                          |
|---------------------------------------------------|--------------------|----------------------------------------------------------|
| <b>Tuition Deposit</b> .....                      | \$100.00           | Due upon initial registration (Adjusted in tuition fees) |
| <b>Compulsory fees</b> .....                      | \$150.00           |                                                          |
| <b>Training Completion Assurance Fund Fee</b> ... | \$75.00            | (Per year)                                               |
| <b>Activity Fee</b> .....                         | \$75.00            | (Per year)                                               |
| <b>Balance of Year I Tuition</b> .....            | \$10,350.00        |                                                          |
| <b>Year II Tuition</b> .....                      | <u>\$10,450.00</u> |                                                          |
| <b>Total Tuition:</b> .....                       | <b>\$20,900.00</b> |                                                          |

The registration fee and tuition deposit are due upon initial registration in the Massage Therapy Diploma Program, which requires signing an Enrolment Contract with the school.

The registration fees (including workbooks, clinic rental, etc.) are to be paid on the first day of classes when you collect your workbooks. Payment plans are available (see below).

Program versions will be run subject to enrollment. Should a program option be cancelled due to insufficient enrollment, monies paid can be applied to entrance into another version or will be refunded in full to the student.

#### Part-Time Students

The tuition fee for applicants granted admission as part-time students will be calculated at **\$9.50** per hour at ICT Kikkawa College. A non-refundable Registration Fee of **\$100.00** and a tuition deposit of **\$100.00** are payable upon initial registration in the program (requires signing an Enrolment Contract with the College) and will be applied to tuition.

#### Special Student Status

The tuition fee for students admitted as Special Students and registered in less than 80% of a full course load will be calculated at **\$9.50** per course hour at ICT Kikkawa College. Special Students taking 80%



or more of a full course load will pay full-time fees. A non-refundable Registration Fee of **\$100.00** and an application fee of **\$75.00\* (Plus HST)** is payable upon readmission into the Program and the signing of an Enrolment Contract Addendum with the school. This is applicable to incomplete TECL hours too.

### **Fees Deadline**

Tuition fees are due in full at the commencement of each term of the Program each year or in accordance with an ICT Kikkawa College's Payment Plan. Students who are delinquent on tuition payments will have two weeks to bring their accounts up to date. Failure to do so will be a cause for deregistration. Interest of 10% per annum will be charged on outstanding accounts.

Before deregistration for non-payment of fees occurs, students may first be disallowed from attending class and/or from taking tests or exams, and/or may have grades withheld until academic fees for that session have been paid in full. The school holds the right to refrain from sending their names to CMTO for registration if the student owes any fees. If students delay payment of their academic fees, they jeopardize any appeals to their academic standing and registration for subsequent terms.

### **Form of Payment**

All fees are payable to ICT Kikkawa College in Canadian funds. Payment must be made in the form of a cheque, money order, bank draft, Interac, Visa, or through government-sponsored loans or grants. Cash payments will not be accepted.

### **ICT Kikkawa College Payment Plan**

Interest-free tuition payment plan options are available for those who qualify. Payment Plan information is available from the Admissions office

## **Fee Policy as Prescribed under s. 25 to 33 of Ontario Regulation 415/06**

### **Refund of Fees**

Where a student has contracted for a course of instruction and gives notice to ICT Kikkawa College of his or her intention to cancel the contract by withdrawing from the College in accordance with the procedures outlined in this catalogue, the student is entitled to a refund of fees in accordance with the Ontario Career Colleges Act, 2005. The relevant sections are reprinted below:

### **Fee refund policy**

24. (1) The definitions set out in subsection (2) and the provisions set out in sections 25 to 33 are prescribed as provisions that a career college is required, by section 29 of the Act, to include in its fee refund policy. O. Reg. 353/23, s. 13.

(2) In sections 25 to 27,

“earned fees” means the amount of all fees paid for a vocational program that is proportional to the number of instruction hours that have taken place when a withdrawal or expulsion occurs; (“droits acquis”)

“program mid-point” means the point in the progress of a vocational program where half of the scheduled hours of instruction for the program have taken place; (“mi-parcours du programme”)

“service fee” means the lesser of 20 per cent of all vocational program fees and \$500. (“frais de service”) O. Reg. 353/23, s. 13.





### **Full refunds**

**25.** If a student has entered into a contract with a career college for a vocational program, the college shall give a refund of all fees paid for the program in the following circumstances:

1. The student rescinds (cancels) the contract in writing within two days of receiving a copy of it, in accordance with section 36 of the Act.
2. Before the student completes the program, the college discontinues the program or the college's approval to provide the program is revoked by the Superintendent, but the college remains registered under the Act.
3. The college collects any fees before receiving a certificate of registration from the Superintendent.
4. The college collects any fees before the program was approved by the Superintendent.
5. The college collects any fees other than a service fee before the student has entered into a contract with the college.
6. The college expels the student in a manner or for reasons that are contrary to the college's expulsion policy.
7. The college does not provide an evaluation, in writing, of the student's progress as required under section 12.
8. The student voids the contract under subsection 18 (2) due to a statement, image or video made by the college that is prohibited under subsection 18 (1).
9. The student voids the contract under section 22 because it is missing a term required under section 20.
10. The student receives instruction from an instructor who is not qualified under section 41 for more than 10 per cent of the program's duration. O. Reg. 353/23, s. 13.

### **Full refunds minus service fee**

**26.** A career college shall give a refund of all fees paid for a vocational program, except the service fee, in the following circumstances:

1. The student gives written notice to the college, before the program start date specified in the student's contract with the college, that the student is withdrawing from the program.
2. The student is admitted to the program on the condition that the student meet specified admission requirements before the program start date specified in the student's contract with the college, and the student does not meet the requirements before that day.
3. The student does not attend the program within the first 14 days of the program after the program start date specified in the student's contract with the college and is given written notice that the contract is cancelled from the college within the first 45 days of the program.
4. The college is notified by or on behalf of an international student before the program mid-point that the international student has not been issued a temporary resident visa as a member of the student class under the *Immigration and Refugee Protection Act* (Canada). O. Reg. 353/23, s. 13.

### **Partial refunds**

**27. (1)** A career college shall give a student a refund of the fees paid for a vocational program in accordance with this section if,

- (a) the student withdraws from the program after the program start date specified in the student's contract with the college; or

(b) the student is expelled from the program for a reason permitted under the college's expulsion policy. O. Reg. 353/23, s. 13.

(2) If a student's program is scheduled to be up to 12 months in duration, the career college shall give a refund for the program as follows:

1. If the withdrawal or expulsion occurs before the program mid-point, the college shall give a refund equal to the amount of all fees paid, less the service fee and any earned fees.
2. If the withdrawal or expulsion occurs after the program mid-point, no refund is required for the program. O. Reg. 353/23, s. 13.

(3) If a student's program is scheduled to be more than 12 months in duration, the career college shall give a refund for the initial 12-month period of the program and any subsequent period as follows:

1. If the withdrawal or expulsion occurs before half of the scheduled hours of instruction have taken place for the period, the college shall give a refund equal to the amount of all fees paid for the period, less the service fee and any earned fees.
2. If the withdrawal or expulsion occurs after half of the scheduled hours of instruction have taken place for the period, no refund is required for that period.
3. If a period has not yet started at the time of the withdrawal or expulsion, the college shall give a refund of all fees paid for that period. O. Reg. 353/23, s. 13.

### **Refund of compulsory fees**

**28.** (1) A career college may only charge or collect compulsory fees in relation to a vocational program after the fees have been published by the Superintendent under subsection 43 (2). O. Reg. 353/23, s. 13.

(2) If a career college collects a compulsory fee that has not been published by the Superintendent under subsection 43 (2), the college shall give a refund of the fee to the student on written request from the student. O. Reg. 353/23, s. 13.

### **No retention of refund**

**29.** A career college shall not retain any refund of fees payable to a student under sections 25 to 28 in order to recover or set-off an amount a student owes the college for any service or program other than a vocational program offered by the college. O. Reg. 353/23, s. 13.

### **Timing of refunds**

**30.** A refund payable by the career college must be issued to students within 30 days after the day a student,

- (a) delivers a written notice to withdraw from the program to the college;
- (b) is given a written notice of expulsion by the college; or
- (c) delivers a written request for a refund to the college under subsection 28 (2). O. Reg. 353/23, s. 13.

### **Treatment of books and equipment**

**31.** In calculating a refund under sections 25 to 28, a career college may retain the retail cost of books or equipment that the career college supplied to the student if the student,

- (a) fails to return the books or equipment to the career college within 10 days of the student's withdrawal or expulsion from the program; or
- (b) returns the books or equipment to the career college within the 10-day period referred to in clause (a), but fails to return it unopened or in the same state it was in when supplied. O. Reg. 415/06, s. 31; O. Reg. 353/23, s. 14, 22.

### **Notice of withdrawal for international students**

**32.** A notice to a career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the *Immigration and Refugee Protection Act* (Canada) is deemed to be written notice to the college that a student is rescinding (cancelling) the contract under section 36 of the Act or withdrawing from the program. O. Reg. 353/23, s. 15.

### **Currency**

**33.** Any refund of fees that a career college is required to pay under the Act shall be paid in Canadian dollars. O. Reg. 415/06, s. 33; O. Reg. 353/23, s. 22.

## **Other Fees**

### **ICT Kikkawa College**

Unless otherwise indicated or unless required by the school's refund policy, all fees are non-refundable. Fees denoted with an asterisk [\*] are subject to applicable HST.

#### **Clinical Coursework Extension Fee**

Students applying for an extension to complete their clinical coursework must pay a fee of **\$350.00** per course at the time of application. Candidates denied this privilege will be refunded their fee. Otherwise, the fee is non-refundable.

#### **Diploma Fee**

Diplomas not received at graduation ceremonies may be picked up at the Registrar's office without charge. Requests to replace diplomas must be made on the appropriate form available from the Registrar's office. There will be a fee of **\$60.00 (plus HST)** payable with the request—Visa, Interac, cheque, or money order only.

#### **Equipment and Uniform Rental Fee**

Students attending clinics without proper attire or linens will be required to rent the appropriate linens/uniform from the school. Prices are posted at Reception. All fees are non-refundable.

#### **Graduation Photograph Fee**

This fee has been included in the graduation fee.

#### **International Student Processing Fees**

As of June 28, 2022, international students registering at ICT Kikkawa College are required to pay **\$12,500.00** and \$500.00 for the Letter of Acceptance (LOA).

#### **Late Administrative Fees**

This non-refundable fee is not applied to tuition. In addition, students choosing to pay tuition via credit card must, for security and verification purposes, present their card in person for each tuition payment/installment in order to have their card processed by the credit card terminal. Failure to do so will result in late payment fees of **\$5.00\*** per day, late to a maximum of **\$15.00\***. Other penalties for non-payment of fees noted elsewhere in this Catalogue also apply.



### **Locker Rental Fee**

Locker rentals are available for a non-refundable fee of **\$40.00\*** per annum, payable upon registration. Additional lockers, if available, may be leased for **\$20.00\*** per annum or **\$5.00\*** per month. Lockers are available on a first-come, first-served basis.

### **Returned Cheque/Rejected VISA Fee**

Any student whose cheque is returned for any reason, including insufficient funds (NSF), stop payment, bank error, or other reason, will be charged a **\$50.00** reprocessing fee. Any student whose VISA is rejected for any reason will be charged a **\$35.00** fee.

### **Student Activity Fee—Ontario**

Year II graduation fee is **\$150.00\***. All these amounts are non-refundable even if the student opts out of the ceremony.

### **Student I.D. and Intern Card Replacement Fee**

A student I.D. card and a student intern card are provided to every student following registration. If either card is lost or stolen, a non-refundable **\$20.00** (plus HST) charge is levied for a replacement.

### **Supplemental Examination Fees**

Students pay **\$75.00** (including HST) per failed Year 2 final practical exam station or final theory exam. Please be advised that should a student not successfully pass up to three of the Year 2 final practical exam stations or final theory exams, the following fee structure will apply for re-examinations:

- **\$75.00** for one re-examination.

Students who have been granted supplemental exam privilege pay **\$150.00** (including HST) per failed course.

Fees are payable by certified cheque, money order, Interac, or Visa and are refundable up to 2 days prior to the scheduled exam date.

### **Training Completion Assurance Fund Fee- Ontario**

All full-time and part-time Kikkawa College students are required to pay a Completion Assurance Fund Fee of up to **\$75.00** (including HST) upon registration in each of Year I and Year II of the Program. This fee includes an amount required by Ontario statute to be transferred to the province's Training Completion Assurance Fund (TCAF), plus a reserve amount retained for unexpected TCAF levies, plus a fee (equal to the residual over the above-noted amounts) retained by the College for the collection, administration, and transfer of the fee. Special Status Students (both Year I and Year II) are required to pay a fee of **\$50.00**. These fees are refundable in accordance with the tuition refund procedures.

### **Transcript Fee**

Upon graduation, each student is provided with two official transcripts. Additional transcripts can be ordered. The cost of a single transcript is **\$20.00 (plus HST)**. For each additional transcript in the same order, there will be a charge of **\$5.00\*** (plus HST). Payment (by cheque, money order, Interac, or Visa) must accompany each order. Transcripts will not be issued if any school fees or charges are outstanding. Transcript fees are non-refundable.

### **Transfer of Credit Examination Fee**

For each subject for which a student is seeking a transfer of credit, there is an examination fee of **\$50.00 plus HST** to be paid in advance. This fee is refundable up to 1 day prior to the scheduled exam date.

### **Tuition and Education Amounts Certificate (Form T2202A) Replacement Fee**

Students who require a replacement of the tuition fee receipt issued for tax purposes (Form T2202A) must pay a **\$35.00 (plus HST)** non-refundable administrative fee.

### **Tutorial Fees**

Students mandated to attend Tutorials for non-attendance are required to pay fees not exceeding **\$20.00** per tutorial. This fee is not refundable.

\* Fees denoted with an asterisk (\*) are subject to sales tax. Applicable GST/HST must be added to these fees. A complete fee schedule indicating actual fees, taxes, and total amounts payable is available upon request.

### **Associated Program Costs**

#### **Learning Materials, Equipment and Uniform Retained by the Student**

Students are advised to pay the necessary amount over the course of the complete program, to cover the cost of required textbooks and workbooks as well as the cost of required equipment (including Clinic sheet rental), supplies, and uniform. A complete list of required texts and other supplies, together with approximate prices (including sales taxes), is available from each school. Items purchased from the colleges are non-refundable, except as permitted or required in accordance with the applicable legislation reprinted in this catalogue (see above under of Fees).



## Financial Aid

### ICT Kikkawa College

Students enrolled in the Massage Therapy Diploma Program may be eligible, if qualified, for assistance under one or more of the following components of the Ontario Student Assistance Program (OSAP)

- The Canada Student Financial Assistance Program (CSFA)
- The Ontario Student Loans Plan (OSL)

Further information is available from the Registrar's office.

Further information is available from the Registrar's office.

The National Student Loans Centre: NSLSC.ca has information on repayment of student loans.

<https://www.csnpe-nslsc.canada.ca/en/home>

### ICT Kikkawa College's Bursary Program

These bursaries are designed to provide financial assistance to deserving full-time students in the Massage Therapy Diploma Program. Eligibility to apply for a bursary is based on a demonstration of financial need together with a strong commitment to and enthusiasm for the program of study, without an undue emphasis on academic standing. Interested candidates must complete the required application form, which can be obtained through the Registrar's office. Unless otherwise noted in the award letter to the student, all bursaries are applied to the student's tuition upon successful completion of three months in the program. Please consult the Registrar's office for bursary application deadlines. Bursaries are non-repayable and are therefore considered part of a student's taxable income for the year. A T4A form will be issued to students receiving a bursary in excess of **\$500.00**.

### ICT Kikkawa College Scholarship Program

ICT Kikkawa College scholarships honour students who have demonstrated academic excellence as well as leadership and community service. Entrance scholarships are available to qualified students. In addition, scholarships are awarded to full-time students at the beginning of the second academic year based on outstanding achievement in the first year of the program. Applications for scholarships are not required. All scholarships are issued by cheque once tuition has been paid in full. A T4A form will be issued to students receiving a scholarship in excess of **\$500.00**.



## **ICT Kikkawa College Registration, Deregistration, Withdrawal, and Graduation**

### **ICT Kikkawa College Awards and Certificates**

These awards and certificates may be granted to graduating students for the following:

- Student of the Year
- Clinical Excellence and Professionalism
- Highest Overall Grade Average
- Personal Professional Achievement
- Joseph Kessler Outstanding Contribution to the School Community

Award and certificate recipients are decided by the Evaluation and Promotion Committee. No applications are required.

### **Registration**

Registration is the process by which students become listed in the official student records of the school. It should be completed prior to the Friday before classes begin. Earlier registration is advised (students may register year-round) and may be arranged directly with the Registrar. Late registration may be permitted at the discretion of the College. Students registering late are subject to a Late Administrative Fee. Students withdrawing mid-term from the full-time program and concurrently registering to complete the program on a part-time basis are considered to be Late Registrants (see pages 4 and 9) in the Part-time Program.

In order to register, students must:

- Sign a contract (Enrolment Contract) with the school according to the requirements of either the *Ontario Career Colleges Act* and
- Pay a registration fee and deposit (if Year 1) and
- Pay all outstanding financial liabilities owing to the school before registering in Year 2 and
- Meet with the Registrar during or before Final Registration Week in Year 1 and Year 2 (or make alternative arrangements with the Registrar) to make fee payment arrangements as required by the Enrolment Contract.

### **Deregistration From the Program**

The Registrar is empowered to deregister from the program students who:

- Are found at any time to fail to meet the school's admission requirements or the conditions of admission imposed by the Admissions Department;
- Are not eligible or entitled to enroll in a program of study, and are not authorized by the school to enroll; or
- Do not meet the country's applicable citizenship and/or immigration laws.

Students who are deregistered on these grounds will be deemed not to have registered in the academic session. Registration and academic activity records will not be retained. Students will be refunded their

academic fees in full, less any indebtedness to ICT Kikkawa College as per the relevant policy outlined under “of Fees” for Kikkawa College.

During the academic year, the Registrar is also empowered to deregister from the program students who:

- Do not pay outstanding financial liabilities owing to the College; or
- Do not meet the fee payment conditions as contracted with the College; or
- Fail to comply with the College’s Attendance Policy; or
- Fail to comply with a Remedial Action Plan designed by the Evaluation and Promotions Committee for academically at-risk students; or
- Are expelled from the program by the Disciplinary Review Committee for contravening any of the following College policies: “Policy on Student Conduct and Behaviour”; “Class Disruption Policy”; “Policy on Academic Dishonesty”; “Policy on Harassment and Bullying”; “Policy on Sexual Violence” (as appended to Kikkawa College’s Student Enrollment Contract); or
- Are expelled from the program for contravening the College’s “Harassment and Discrimination

Students who are deregistered on these grounds will be deemed to have enrolled and registered in the academic session. A record of academic activities will be retained.

Although officially deregistered from the program, the student remains responsible for all academic fees incurred up to and including the date of withdrawal from the program. It is the student’s responsibility to withdraw from the program in accordance with the procedures outlined in this catalogue (see Withdrawal and Withdrawal Procedures below).

The Registrar or other appropriate officer will inform the student and the appropriate academic and service areas of the deregistration.

### **Deregistration From Specific Courses**

The Registrar is empowered to deregister from a course, and from all other courses for which it is a prerequisite, any student who:

- Is absent from 30% of the total hours of the course or for 4 consecutive weeks (except in the case of courses for which 100% attendance is required); or
- Is failing a course and does not complying with the Remedial Action Plan required by the Evaluation and Promotion Committee.

Students who have been deregistered from one or more courses may be deregistered from the entire program. Alternatively, they may lose full-time status, be deregistered from the full-time program, and be required to re-register as part-time students. Transcripts will be issued with a “DE” indicating that the student was deregistered from the course(s).

Although officially deregistered from the program, the student remains responsible for all academic fees incurred up to and including the date of withdrawal from the program. It is the student’s responsibility to withdraw from the program in accordance with the procedures outlined in this catalogue (see Withdrawal and Withdrawal Procedures below).

Students must complete all first-year courses before proceeding to their second year and all second-year courses before graduating. Students deregistered from any course should be aware that their progress in the program will be delayed until they successfully complete the course(s) from which they were deregistered. Students repeating any course must apply for Special Student Status. (See “Admission Policies and Procedures”.

### **Withdrawal**

Students are officially withdrawn from the program when, in response to their Notice to Withdraw (see Withdrawal Procedures below), their official student record is annotated to indicate that they have formally discontinued their studies.



Students are responsible for all academic fees incurred up to and including the day upon which their Notice to Withdraw is received by the Registrar. Discontinuation of studies/non-attendance of courses (including deregistration and/or refunding of student loan monies as a result) does not constitute official withdrawal for purposes of regulations and fee adjustments.

In order to be officially withdrawn, students must adhere to the procedures set out in the following paragraphs. Ignorance of the regulations or proof of other activity does not constitute grounds for retroactive withdrawal.

### **Withdrawal Procedures**

Students wishing to withdraw must submit a written notification to the Registrar indicating their withdrawal from the program. This written notification constitutes an official notice to withdraw and must be submitted to the College in person, by fax, by email, or by registered mail (or courier).

In order to withdraw in good standing (i.e., without a failing grade appearing on their transcript), full-time students must do so before they have completed 65% of the program material offered within the year for which they are registered. Part-time students wishing to withdraw in good standing must do so before they have completed 65% of the course(s) they are enrolled in at the time.

Students wishing to withdraw mid-term from the full-time program and complete their studies on a part-time basis must officially withdraw from the full-time program (before the 65% completion date as described above) and register as part-time students.

Refunds for withdrawal will be based on the terms and conditions set out in the *Ontario Career Colleges Act* as reprinted in the relevant Policy found in this catalogue under “Fees.”

### **Reinstatement**

If students withdraw in good standing, they may request reinstatement in a program of study.

Reinstatement will be at the discretion of the school and is subject to the appropriate enrollment procedures.



## Graduation

### Graduation Requirements

A diploma is awarded to the candidate who has met all the following requirements:

- All fees have been paid, and there are no outstanding fees or other debts;
- All coursework requirements, including clinic hours, have been completed by the last day of the academic term; and,
  - Under any circumstance, students are not allowed field placements
    - MASC students in Year II must complete 330 hours in ICT Kikkawa College.
      - If there is no 2nd elective chosen, the student may complete 40 hours of field placement
    - Year I TECL students must complete 80 hours of the school clinic
    - Year II students must complete 250 hours of the school clinic
      - If there is no 2nd elective chosen, the student may complete 40 hours of field placement
- A minimum passing grade has been attained in all required coursework

Graduation ceremonies are held after all the supplemental exams are conducted. The date, time, and venue are at the discretion of the college.

Year II graduation fee is **\$150.00\***. All these amounts are non-refundable even if the student opts out of the ceremony.

## School and TECL Policy and Procedure

Kikkawa College has a very strict policy and zero tolerance towards discrimination, harassment, and any form of abusive behavior. The students must respect their instructors and fellow students. Students should refrain from making inappropriate, sexually explicit, racist, and derogatory comments toward fellow students. The institution upholds the values of respect and inclusiveness of all races and genders.

### TECL Policy and Procedure

As a participant in the Teaching Clinic at Kikkawa College, it is essential to adhere to the following TECL policies and procedures to maintain a professional and disciplined learning environment.

#### 1. Uniform Requirement:

- All students must wear the designated clinic uniform during TECL hours.
- Wearing the clinic T-shirt is mandatory to attend clinic hours.
- Clinic assistants must also adhere to the clinic dress code.
- Students must wear pants (no shorts) and closed-toe, non-slip shoes as part of the clinic uniform.
- In the event a student forgets their uniform, the school may provide a temporary replacement.
- A \$5.00 fee will be charged if a student forgets their uniform.
- Loaned uniforms must be returned within 3 days. Failure to do so may result in additional charges or disciplinary action.

#### 2. Clinic Timing:

- Students must be present at the clinic by 2:00 PM (RMT) and 3:30 PM (Fast-track).
- Late arrivals may result in disciplinary action.
- Must pick up the client from the reception on time.
- If the client is late, the therapist must extend his session 10 minutes maximum, except for the last session.

#### 3. Dress Code Enforcement:

- As representatives of the Teaching Clinic at Kikkawa College, students must be in Kikkawa uniform, including the designated T-shirt, appropriate pants, and proper footwear.
- The administrative staff reserves the right to dismiss students from the clinic session if they are not in proper clinic attire.

#### 4. Clinic Absence:

- Each absence from the clinic must be communicated to the Clinic Coordinator by email at least 24 hours in advance.
- A special consideration form must be signed at the front desk and accompanied by supporting documentation.
- Two consecutive absences will be reported by the Clinic Coordinator.
- Any absence without prior notice will be subject to disciplinary action.
- No make-up sessions are allowed in advance, except when it's affected by the holidays.

#### 5. Clinic Hours:

- Each therapist must complete a total of 80 hours.



- For Year 1, each clinic day is counted as 4.5 hours per day.
- All required hours must be completed on time.
- Unfinished hours will affect your transcript.
- Unfinished hours may result in additional fees.

#### 6. Client Assessment and Report Submission:

- A proper assessment of the client must be conducted during each session.
- The client report must be prepared and submitted on the same day or, at the latest, the following day.
- If a student delays the report submission three times, they may be dismissed from the clinic session and will not be allowed to complete TECL hours for that day.

#### 7. Professional Conduct and Respect:

- Each refusal to receive treatment must be reported at the beginning of each clinic session to the Supervisor or the Clinic Coordinator.
- Repeated refusals to receive treatment may affect your teamwork and cooperation evaluation.
- All students and clinic assistants are expected to always maintain a respectful and professional environment.
- Any form of sexual abuse, verbal abuse, racist comments, or gender-based discrimination is strictly prohibited.
- Under no circumstances should any student make racial, gender-based, or any other inappropriate comments towards fellow students or patients that may cause discomfort or distress.
- Any violation of this policy will result in immediate disciplinary action, which may include dismissal from the clinic session or further administrative review.

#### 8. Compliance and Disciplinary Action:

- All students, including clinic assistants, must strictly follow our zero-tolerance policy for discrimination, harassment, and any form of abusive behavior.
- Failure to comply with these guidelines may result in disciplinary actions, including dismissal from the school/clinic.

### **Transcripts of Academic Record**

Two transcripts are issued to each graduating student. Additional transcripts may be requested from the Registrar's office in person or by mail. Additional transcripts are released upon payment of a Transcript Fee.

Upon instruction from the student, the Registrar's office will:

- Mail an official transcript (i.e., one bearing the seal of ICT Kikkawa College and an authorized signature) directly to an address specified by the student; or,
- Issue an official transcript directly to the student.

Transcripts issued directly to students are marked "issued to student." It is the student's responsibility to ascertain whether such a marked transcript is acceptable to the third party.

Averages are calculated on a weighted average basis.

i.e., the relative number of course hours is factored into the student's overall grade average.



ICT Kikkawa College transcripts reflect academic work completed at ICT Kikkawa College only. Academic work completed at other institutions, for which credit has been transferred, will appear as “TC” on the transcript.





### **Employment Opportunity Binder**

A binder providing a collection of job opportunities provided to the College by prospective employers is kept on site for the perusal of undergraduates and graduates of ICT Kikkawa College.

### **Provincial Registration Tutorials**

At ICT Kikkawa College locations where massage therapy is provincially regulated, the school will provide special provincial certification examination preparation tutorials for all graduating students. There is no charge for this service.

### **Health and Wellness**

ICT Kikkawa College offers Elective and CEU courses in a variety of massage-related Health and Wellness disciplines. We believe that, ultimately, a growing awareness and knowledge of such issues will positively impact our families, friends, and clients, enriching our lives, our health care practices, and our communities.

### **Work-Life Balance**

ICT Kikkawa College's program schedule is designed to offer students the ability to better balance school and other family or work commitments by having classes finish by 1:30 pm on most school days.

### **Practical Advice**

ICT Kikkawa College is aware that a rigorous program of study can be both difficult and demanding. At ICT Kikkawa College, students are encouraged to meet with the School Director or Program Director to discuss how best to face the challenges of the program. Professional counseling may also be available on a limited basis.

### **Access to Learning Resource Materials**

Students are provided with study space where they can prepare written assignments, access computers, and link up to the Internet for research purposes. As well students are provided access to a specialized collection of books, periodicals, and CDs through a reserve lending system.

### **Alumni Services**

ICT Kikkawa College keeps in touch with its alumni through mail-outs of surveys and notices of graduate studies courses.

Alumni receive discounts on all ICT Kikkawa College post-graduate/ CEU courses. Job listings are available to all alumni and are automatically forwarded via email to Alumni Association members.



## ICT Kikkawa College - Policies, Procedures and Regulations

### Privacy Policy–Access to Information on Current and Former Students

Access to student information is carefully restricted and is normally available only to the student concerned, to those clearly designated by the student, and to appropriate academic and administrative staff of ICT Kikkawa College.

Aside from name, student status, graduation status, and information on diplomas awarded for recognized ICT Kikkawa College programs of study, no student information is ordinarily released to any person or organization outside ICT Kikkawa College without the student's written consent.

Exceptions may be made (including release of SIN numbers) where the school engages a third-party agency to assist in collecting delinquent accounts or in order to fulfill registration requirements, the performance requirements of government-sponsored student assistance programs, or other legal or regulatory requirements.

Records include admissions information, student loan information, the student's financial history as it relates to the school (e.g. tuition and other fees or costs incurred as well as payments made) and information related to graduation requirements (e.g. grades/ transcripts, commentaries about the student's performance in practicum situations, and any correspondence to and from the Disciplinary Review Committee, Academic Appeals Committee and/or the Evaluation and Promotion Committee). To arrange to view their files, students should contact the Registrar.

Currently enrolled students who wish to obtain a copy of their file must pay a fee of **\$25.00** plus HST.

Refer to ICT Kikkawa College's website ([www.ictschoools.com](http://www.ictschoools.com)) to view ICT Kikkawa College's Privacy Policy in its entirety.

### Change of Name or Address

Students must inform the Registrar, in writing, of any change in name. Students are required to provide their full legal names at the time of application. Any name change requested after that time (except by reason of marriage or divorce) will be made only if appropriate legal documentation, normally in the form of a passport, birth certificate, marriage certificate, baptismal certificate, or declaration of change of name, is supplied.

Students must maintain current and up-to-date permanent and mailing address information on the records of the school in order to receive pertinent mailings, including grades information, Tuition and Education Amounts Certificates, etc.

### Student Personal Information

If your personal information changes (e.g. phone number, address, etc.), please make sure that the changes are given in writing to the College within 7 days. Failure to do so will result in you not receiving important information, which may disrupt your progress. Due to internal confidentiality policies and government confidentiality regulations, be advised that no personal information whatsoever will be released, verbally, or in writing, without prior written permission from the student.

## **Smoking And Drinking**

There is ABSOLUTELY NO SMOKING within a 9-meter radius of buildings, as per building code, and Smoke-Free Ontario Act.

There is NO LOITERING around the Campus.

Please note that cigarettes, e-cigarettes, vaping, use of cannabis/marijuana, alcoholic beverages, or illicit drugs of any kind are strictly prohibited in the student lounge or in any other location in and around the College.

## **Fire Procedure**

In case of an emergency, where evacuation from the College Campus is necessary (example: fire, medical, etc.), please follow the following procedures:

All students are to proceed in a calm and collected manner, following the directions of the campus Fire Warden.

- a) Faculty will usher students to safety through the allocated emergency exits. To ensure the safety of all students, NO ONE is permitted to go back into the building to access their belongings in an emergency situation.
- b) DO NOT use the elevators during a fire evacuation.
- c) Upon safe exit of the building, students and faculty will be directed to the pre-arranged safety zone.
- d) ALL students are asked to stay together at the safety zone. This is imperative, as instructors will need to re-take attendance and notify the Fire Warden of missing individuals.

## **Inclement Weather**

Should the need arise for the college to close the school due to inclement (severe) weather conditions, administrative staff will either email or phone all students during the early morning hours on the day of closure.

## **Sexual Harassment Policy Guidelines**

The Canadian Human Rights Commission broadly defines harassment, some of which is sexual in nature, as:

Verbal abuse or threats;

Unwelcome remarks, jokes, innuendos, or disrespectful comments about a person's body, clothing, age, marital status, ethnic or religious background;

Showing offensive or disrespectful pictures;

Practical jokes that cause embarrassment or awkwardness;

Unwelcome invitations or requests;

Leering or other gestures;

Condescending behaviour that takes away a person's self-respect;

Unnecessary physical contact.

## **Principles**

1. Sexual harassment will not be tolerated.
2. It is the responsibility of all students to refrain from acts of sexual harassment against other students, employees, and other individuals with whom they have contact during the course of their studies.
3. Students have a specific method of redress to follow in the event they are subject to sexual harassment.
4. It is the responsibility of all individuals to be sensitive to the possible existence of sexual harassment and to act quickly and appropriately to put an end to it.
5. Employees or students who have engaged in sexual harassment of others will be subject to appropriate disciplinary action.



Please refer to the Complaint Reporting Procedures outline below in the event that you experience sexual harassment during your studies at the College.

### **No-Weapons Policy:**

For the safety and well-being of all attendees, **no weapons of any kind are permitted in the college.** This includes, but is not limited to, **pocket knives, tasers, pepper spray, or any item that could be used to cause harm to another individual.** The only exception to this policy is for individuals with valid **religious accommodations**, which must be supported by **official documentation** and approved in advance. Any unauthorized possession of prohibited items may result in removal from the college, program, and further consequences.

### **Social Media & Classroom Technology Policy**

At ICT Kikkawa College, we expect all students to use social media and technology responsibly, in a way that reflects professionalism and respect for our learning environment. Students must not record or live stream classes, labs, or clinics, and the use of phones, headphones, or other electronic devices during instructional or clinical time is strictly prohibited unless authorized by an instructor. Online conduct should always be respectful, and students are expected to protect the privacy and confidentiality of peers, faculty, staff, and the College. Any content posted online must represent the College positively and must not include confidential information, academic materials, or content that could harm the reputation of the College or its community. Violations of this policy may result in disciplinary action, up to and including suspension or dismissal. By enrolling at ICT Kikkawa College, students acknowledge that they have read, understood, and agree to comply with this Social Media and Classroom Technology Policy.

### **Retention and Destruction of Records**

Most of our records are stored off campus in a secure storage facility, which we have access to whenever needed. Transcripts are uploaded to Datawitness, an online platform, and remain available on demand. Physical files are stored in compliance with judicial requirements, and since assuming responsibility, no records have been destroyed. All have been retained in storage. Student, faculty, and staff files are maintained with the necessary details, including academic, clinical, and conduct information. Attendance records are primarily kept online through our LMS Moodle portal, ensuring accurate and accessible tracking.

### **Health and Safety Committee**

The Health and Safety Committee consist of the school director, admin coordinator, and the director of education of ICT Kikkawa College. The meetings are held twice annually (once per academic term). These meeting revolve around the health and safety of ICT Kikkawa College students, faculty, and staff.





## **Non-Discrimination Of Disabled and Handicapped Students**

### **Non-Discrimination Of Disabled and Handicapped Students**

Disabled students, whatever their origin, nature, and seriousness of their handicaps and disabilities, have the same fundamental right to human dignity as their fellow students. Under the Ontario Human Rights Code, “everyone has the right to be free from discrimination because of handicap...”

Please refer to the Complaint Reporting Procedures outline below in the event that you experience discrimination because of a handicap. Kikkawa College abides by the Regulations stated in the Accessibility for Ontarians with Disabilities Act, 2005. Students are encouraged to download a copy from <https://www.ontario.ca/laws/statute/05a11>

Any questions or concerns should be immediately raised with the School Director.



## **Policies on Student Evaluation and Supplemental Privilege**

### **Student Evaluation**

Students are evaluated through a combination of written and oral/practical tests, assignments, and clinic practice.

### **Tests and Assignments**

Grades are posted by student number. Students may not rewrite or retake a test or submit an assignment in order to improve a grade received. Students may not request to write or take a test or submit an assignment at a time other than the officially scheduled times.

### **Course Requirements and Passing Grade**

Students are given a syllabus for each course of the program outlining the evaluation process and computation of final grades for the course. A minimum grade of 70% must be achieved to successfully complete a course. In addition, each CATS200 final practical exam station must be passed with a minimum grade of 70%. All grading other than for those courses graded “pass” or “fail” is numerical. All courses at the 100 level must be successfully completed before any 200-level courses may be taken.

### **Honours Average**

An Honours Average is achieved with an overall cumulative weighted average of 90% or more.

### **Supplemental Examination Privilege**

#### *Course Supplementals*

Supplemental examination is not a right but a privilege granted by the Academic Appeals Committee (AAC) on an individual basis. Only students who have failed to successfully meet the Course Requirements and Passing Grade as described above, but who have otherwise achieved a minimum grade of 50% in a course, are eligible for supplemental privilege. Students failing due to non-attendance are not eligible. Students may normally apply for no more than two supplemental examinations per year.

The application to write the prescribed examination must be submitted in writing to the AAC within a specified period of time (as announced by the school) following the release of final grades. Failure to notify the AAC in writing within the prescribed period of time results in failure in the relevant course(s). In reviewing an application, the AAC takes into consideration such factors as the applicant’s record of attendance, grade performance in other courses, attitude, and suitability to the program. The overriding concern in the deliberations of the AAC is whether or not the applicant has the knowledge and skills to continue successfully in the program. The decision of the AAC is final and cannot be appealed.

The assigned grade for a successful course supplement is recorded as a “pass.” Results of supplemental examinations are final and are not subject to appeal or viewing. If the supplemental examination is failed, the student may apply to the school for Special Student Status in order to repeat the course.

Unless approved by the Board, supplemental privilege is not available to students who fail a course a second time.

### *Year 2 Final Examination Requirements*

Students are required to achieve a minimum grade of 70% on each practical component of the CATS200 final exam. Students failing to achieve these grades but otherwise passing the course overall may apply for supplemental or re-testing in respect of the specific component failed.

Further description is provided in the course syllabus. Students choosing not to re-test or who fail the re-test will receive a course grade of “fail” on their transcript.

### **Repeating Courses**

Students wishing to repeat courses must apply for Special Student Status. Students repeating Year I courses may not take Year II courses until all Year I courses have been completed. Students repeating courses in the first year of the program must also enroll in TECL101—Teaching Clinic. Students repeating courses in the year in which they would be eligible to graduate must also enroll in TECL201—Teaching Clinic.

### **Policy on Make-ups for Missed Tests, Assignments, and Clinic Classes**

Students who miss a test, are late in handing in an assignment, or are absent from a test due to unavoidable circumstances may be able to avoid a grade of zero by applying to the admission co-ordinator for Special Consideration. Students seeking to apply for Special Consideration should obtain a Special Consideration Form from Reception or the admission co-ordinator.

The student may only apply once per term for special consideration for missed theory or practical tests. Documentation must be provided in addition to the form itself.

Students are required to verify their circumstances with official documentation. The school must receive the application for Special Consideration within one week of the missed test or late assignment in order for it to be considered for approval. In the case of a missed theory test or late assignment, approval will be limited to one missed theory test and one late assignment per course per academic term. **There are no make-ups for missed quizzes.** Make-up assignments must be submitted within one week of the Special Consideration approval. In the case of a missed TECL class, students are directed to their TECL Manual for full policy details on make-ups.

The student must wait to hear from the admin coordinator to ensure that their special consideration was granted before making arrangements with their instructor regarding their rescheduling.

If Special Consideration for a practical test is granted, the student must make arrangements with the instructor to reschedule the test. The make-up test must take place within two weeks of the Special Consideration being granted. If the re-test is missed, another Special Consideration form must be submitted with new documentation attached and approved.

### **Policy on Determining Satisfactory Progress**

Students are considered to be making satisfactory progress when they:

- Meet specified admission requirements;
- Maintain a passing grade in all courses;
- Observe all administrative and academic policies;
- Maintain attendance requirements; and
- Are up-to-date in tuition and other fee payments.

### **Evaluation and Promotion Committee (EPC)**

The Evaluation and Promotions Committee (EPC) monitors students' progress. EPC deals with the following students' issues: course or tutorial non-attendance, course failure, program failure, and the fulfillment of admissions requirements. EPC is empowered to design remedial action plans for students who are academically at risk and /or for students with unsatisfactory attendance (Refer to the attendance policy below.)

Students who fail to comply with their remediation plans by EPC (which could include additional assignments, proof of study group make-up/ attendance, mandatory make-up tutorial attendance, among other measures) will be deemed not to be making satisfactory progress and may be deregistered from the course and any courses for which the course is a prerequisite. This may lead to deregistration from the program.

Failure to maintain satisfactory scholastic progress will impact student loan status and/or eligibility for future loans.

### **Policy on Required Tutorial Support**

Attendance is required for:

- Students failing a course for which there is a designated tutorial;
- Students for which tutorial support is an admission requirement;
- Students with attendance issues who are otherwise unable to make up for missed course material under an approved arrangement with the EPC

The following students may attend Tutorial Support:

- Students who have been approved by EPC as having special needs;
- Passing students with a course grade less than 75%.

### **Policy on Attendance, Tardiness, and Leave of Absence**

Class attendance is an integral aspect of the learning experience. Attendance is required and taken in each class. Students are responsible for covering all course material and must make arrangements to obtain material missed. All students are assigned study groups at the beginning of the term and are required to consult with members of their group in the event they are otherwise unable to make up missed course material due to absence. Students are required to provide a written explanation of how the missed course material has been made up. Failure to do so could result in disciplinary measures, including expulsion.

Students who are experiencing both academic issues and attendance problems will be notified to meet with the Evaluation and Promotion Committee (EPC) to discuss their non-attendance. Tutorial attendance may be mandated to ensure that missed coursework has been covered. Tutorial fees not exceeding **\$20.00** per tutorial will be charged to students who are required to attend tutorials due to non-attendance. Students are not permitted to audio or videotape material presented in lecture, seminar, or practical classes held on or off college premises. Failure to attend mandated tutorials could result in disciplinary action, including expulsion.

For Teaching Clinic (TECL 100, 101, 200, 201) and Clinical Practicum (CLPR) (when CLPR is offered in ELEC200) and Field Placement Practicum (FPPR) (when FPPR is offered in ELEC200), there is a zero-tolerance policy regarding absenteeism. Students who are absent from TECL, CLPR, and FPPR will be required to make up for missed classes/hours in accordance with the policy outlined in their TECL Manual.

For all courses, students who are absent from 30% of the course must repeat the course and pass with sufficient attendance of 80% and the required passing grade.



Since students must complete all Year One courses before proceeding to Year Two, students deregistered from any Year One course(s) should be aware that their promotion to Year Two will be delayed until they successfully complete the course(s) from which they were deregistered.

In courses requiring practical participation, students who attend but are unwilling to participate will be marked absent. Students who are unable to participate due to injury should speak with the School Director or Program Director.

Tardiness and leaving class early are treated as an absence unless the student takes the initiative to discuss the problem with his/her teacher just before the start of the class or immediately after the class has ended.

Reasons presented by the student will be accepted or rejected at the teacher's discretion. Repeated tardiness or leaving class early may result in referral to the Disciplinary Review Committee (DRC) and may constitute cause for deregistration from the program.

Leaves of absence will be granted only in extraordinary circumstances (but are still subject to the above rules), as determined by the school.

### **Policy on Academic Appeals: Academic Appeals Committee (AAC)**

The Academic Appeals Committee (AAC) will be assembled to adjudicate Level Two Appeals (see below) regarding grades for tests and assignments. Examination results (including challenge exam, final exam, and supplemental exam results) are not subject to academic appeal or viewing.

In addition, the AAC determines which students are granted Supplemental Examination Privilege. The Committee consists of three members, chaired by the Registrar (or designated alternate).

### **Procedure for Academic Appeals**

An Academic Appeal is a process whereby an individual student may appeal an action or decision that directly affects the student's evaluation in a course, excluding final examination results and excluding a zero grade for a missed test or assignment.

Students may not submit an appeal on behalf of another student or group of students.

Academic Appeals are limited to matters affecting the evaluation of individual students. Where there has also been a breach of conduct (for example, a case where cheating has resulted in a failing grade), the breach of conduct will be dealt with by the Disciplinary Review Committee process.

An academic appeal by a student may be brought at any time during the academic year, subject to time limitations outlined below. Students initiating an appeal must pay the appropriate Academic Appeal fee indicated under Other Fees in this catalogue. Academic Appeal fees are refunded only if the appeal is successful. If more than one question or aspect of a test or exam is appealed on one Appeals Form, all aspects of the appeal must be successful in order for the fee to be refunded.

A formal academic appeal may be initiated by obtaining an Academic Appeal Form from Reception and submitting the completed form together with the appropriate fee.

Student must request to review their examination mark and test. Once approved by the instructor, the admin coordinator, and the registrar, they can apply to appeal.

The answers filled in the Scantron will be accepted. Anything written on the physical test paper will not influence the submitted answer. Test papers are only for student reference and aid, and will not affect the Scantron.

If students continue to write on the Scantron or examination papers after the allowed time is over, the submission will not be accepted. The college reserves the right to refuse the examination paper and Scantron.

### **Level One Appeals**

Within the appropriate time frame outlined above, the student must submit a completed Level One Academic Appeals Form to the Student Counsellor's Office for processing.

### **For Theory Tests and Examinations**

The Student Counsellor will forward the student's appeal to ICT Kikkawa College's Department of Education and Registrar for consideration. Decisions made by ICT Kikkawa College's Department of Education regarding the student appeal will be returned to the Student Counsellor's Office and communicated in writing to the student within 5 business days following receipt of the Appeals Form by the Department of Education. If the student is still not satisfied with the decision, the student may proceed to the next stage (Level Two) of the appeals process.

### **For Practical Tests and Examinations and Written Assignments**

The Student Counsellor will schedule a meeting between the student, Registrar, and the evaluating teacher to occur within five business days of the receipt of the Appeals Form by the Registrar. Following this meeting, the evaluating teacher will make a decision regarding the students' appeal. The decision will be returned to the Student Counsellor's Office and communicated in writing to the student within 5 business days following the meeting between the student and the evaluating teacher. If the student is still not satisfied with the decision, the student may proceed to the next stage (Level Two) of the appeals process.

### **Level Two Appeals**

Should the student decide to continue the Appeals process, the student must submit a completed Level Two Appeals Form together with a copy of all Level One appeal documentation to the Student Counsellor within two business days of receiving notice that the Level One appeal has been denied. The Student Counsellor will schedule a date, time, and place for the hearing of the appeal before the Academic Appeals Committee (AAC) and will officially notify the student, ICT Kikkawa College's Department of Education, and, where applicable, the evaluating teacher. The date chosen cannot be earlier than 10 business days and no later than 15 business days from receipt of the Appeals Form by the Registrar. The notice will include a statement that if any party does not attend, the hearing may proceed regardless.

The AAC may establish its own practice and procedure in the hearing of appeals, subject to the requirements that there be a full hearing on the merits of the appeal and that its decision be rendered in a free and unbiased manner. All decisions of the AAC will be final and take effect immediately. In the event that a member of the Committee is the subject of the Appeal, that member will be asked to withdraw from the hearing and will be replaced by an alternate.

The Student Counsellor will forward a copy of the written decision to the student within five business days of the completion of the hearing. If necessary, any teacher affected by the decision will also be notified in writing.

### **Policy on Student Conduct and Behaviour**

Students are expected to maintain a professional relationship with each other and with all other members of the school community. This relationship is characterized by courtesy and mutual respect. Students are expected to dress in an appropriate, professional manner. Students are expected to know, follow, and support all rules and regulations set forth in the Student Catalogue.

Behaviours that contravene this policy include, but are not restricted to, the following: assaults, threats, harassment, defamation, theft, damage to property, trespassing, academic dishonesty, disruptions or disturbances that interfere with the peaceful use of school property, false alarms, possession of offensive and prohibited weapons, abuse of process, inappropriate dress, intoxication, possession or sale of prohibited substances, and disobeying a lawful order or directive given by a school employee authorized to give such an order.



Students are at all times responsible for their actions. Ignorance of the school's rules or of the laws of Canada and/or Ontario is not a defense against disciplinary action. Lack of intention to violate ICT Kikkawa College's policy will not generally excuse an infraction.

ICT Kikkawa College expects its students to conduct themselves as if they were Health Professionals and to be familiar with and act in accordance with the Professional Codes of Ethics and Standards of Practice of regulated provinces, such as in Ontario as stated by the CMTO. The schools, in turn, recognize that the rights guaranteed to students by the *Ontario Human Rights Code* and the *Charter of Rights and Freedoms* may be legitimately and appropriately exercised.

Failure to adhere to the Policy on Student Conduct and Behaviour may result in the student being referred to the Disciplinary Review Committee for disciplinary action. Disciplinary action could result in expulsion.

### **Harassment and Discrimination Policy**

ICT Kikkawa College has in place a Harassment and Discrimination Policy (1996) forbidding harassment and discrimination on all of the prohibited grounds outlined in the Ontario Human Rights Code. Copies of the policy are available at Reception.

### **Class Disruption Policy**

Students are expected to conduct themselves in a mature and professional manner while on campus. Disruptions will not be tolerated. Teachers and other College employees may take disciplinary action that may consist of verbal warning, dismissal from a class session or campus location, and referral to the Disciplinary Review Committee (which could lead to expulsion from the College). Dismissal from a class will result in a recorded absence for the class.

*Temporary Dismissal* is an order by a teacher, clinic supervisor, or other school employee in a position of authority, directing that a student immediately leave the classroom, clinic, resource centre, or other area of the campus for a period not exceeding one business days.

Temporary dismissal may be issued for disruptions of a less serious nature, such as talking in class or monopolizing class time through excessive questioning or commenting, and will be reported to the Registrar.

Students will receive an absence in all classes missed during the temporary dismissal period. Repeat offenses may lead to expulsion.

### **Policy on Academic Honesty Introduction**

Conduct that violates the ethical or legal standards of the school community or of one's program may result in serious consequences. Members of ICT Kikkawa College are reminded of the general obligation to maintain the highest standards of academic honesty.

### **Serious offenses against the standards of academic honesty (this summary is not exhaustive):**

#### **Cheating**

Cheating is a very serious offence and is defined as the use of any deceptive methods, strategies, or techniques that provide the person who is participating in the cheating with unfair advantages over other students.

The following is a list of some of the deceptive methods, strategies, and techniques that constitute "Cheating:"

- The use of crib sheets
- Verbal communication of testing information
- The visiting of restrooms during the testing or examining process to access a hidden crib or cheat notes
- Actively copying the work of another student





- Passively allowing or facilitating cheating by another student
- Acting as an accomplice to cheating behaviour
- The use of non-verbal communication (e.g., a nod, the raising of fingers, etc.) to access information from another student
- Printing or writing on any area of the body (hands, arms, etc.)

## **Plagiarism**

Plagiarism is the representation of another person's ideas or writing as one's own. The most obvious form of this kind of dishonesty is the direct presentation of all or part of another person's published work as something one has written. Paraphrasing another's writing without proper acknowledgement may, however, also be considered plagiarism. Students are advised that they may not sell their program notes or tests to others.

## **Falsification or Unauthorized Modification of an Academic Record**

It is a breach of academic honesty to falsify, fabricate, or in any other way modify a student's examination, transcript, grade, letter of recommendation, or related document. Unauthorized modification or falsification of any other official document, or failure to divulge previous attendance at another post-secondary educational institution on an admissions application, is also a violation.

## **Aiding or Abetting Misconduct**

Knowingly aiding or abetting anyone in a breach of academic honesty will itself be considered misconduct. This may include helping others in the preparation of work submitted for appraisal or offering for sale essays or other assignments with the intention that these works would be submitted for appraisal.

## **Impersonation**

It is a breach of academic honesty to have someone impersonate oneself in class, in a test or examination, or in connection with any other type of assignment in a course. Both the impersonator and the individual impersonated may be charged.

## **Procedures Governing Breach of Academic Honesty: Initiating a Complaint**

A complaint alleging violation of the Policy on Academic Honesty should be submitted in writing to the Student counsellor or Program Director as soon as is reasonably possible. The complaint should be a full but concise statement of the facts as perceived by the complainant.

The responsibility for detecting academic dishonesty on assignments lies with the faculty member evaluating the material. The evaluator must retain possession of the suspect material and provide a written report, together with the confiscated material, to the School Director or Program Director or another ICT Kikkawa College official.

The responsibility for detecting academic dishonesty in a test or examination lies with the invigilator. In cases of suspected impersonation, the invigilator will ask the student involved to remain after the test or examination and request appropriate identification. In other cases of suspected breach of academic honesty, the invigilator will confiscate any suspect material. In all of the above cases, the student will be allowed to complete the test or examination and the invigilator will submit a full report to the School Director or Program Director and Student Counsellor.

## **Informal Hearing of a Complaint**

In determining whether or not there are reasonable and probable grounds to proceed with a charge of breach of academic honesty, the Student Counsellor, School Director or Program Director may arrange

an informal meeting with the student to discuss the matter. During any such investigation, the School Director or Program Director should proceed quickly, but if intending to interview a student, the School Director or Program Director should give the student at least seven calendar days' notice of the meeting. At this meeting, a representative may accompany the student, and the School Director or Program Director may be accompanied by another person.

If the action was clearly unintentional, the School Director or Program Director may take informal remedial steps so that the student may correct the mistake and avoid its recurrence. No official response is required, and no record is kept.

If the student admits to a breach of academic honesty, a document signed by the student and the School Director or Program Director, which includes the admission, a summary of the matter, and a joint submission as to penalty, must be forwarded to the Disciplinary Review Committee. In such cases, the agreed-upon penalty may not exceed failure in the course. The Committee normally imposes the agreed-upon penalty. However, if it decides that some other penalty is warranted, it must arrange for a formal hearing of the matter.

### **Sanctions for Academic Misconduct**

When verified, a violation of academic honesty may lead to one or more of the following penalties:

- a) oral or written disciplinary warning or reprimand
- b) a make-up assignment or examination
- c) lower grade or failure on the assignment or examination
- d) failure in the course
- e) academic probation
- f) suspension from the College for a definite period
- g) expulsion from the program
- h) notation on transcript (A student may petition the Board of Directors to have the notation removed after a period of five years from the date at which the notation was entered.)
- i) withholding or rescinding a diploma (Where the Disciplinary Review Committee decides to rescind a diploma, the decision, with supporting documentation, must be forwarded to the Board of Directors for approval.)

A permanent record of the offence will be placed in the student's academic file. This record is for internal academic purposes only. Once an investigation begins, a student may not withdraw or be deregistered from the course for any reason until a final decision has been made. Transcripts will not be released to a student until a decision is made.

### **Disciplinary Review Committee (DRC)**

The Disciplinary Review Committee will be assembled to address referrals due to alleged breaches of the College's "Policy on Academic Dishonesty" and complaints and referrals regarding behaviour that allegedly contravenes the College's "Policy on Student Conduct and Behaviour" or "Class Disruption Policy."

The School Director or Program Director (or designate) shall chair the Committee.

The Committee shall normally consist of three members. When the complaint being addressed has been initiated by one or more students or where the complaint's resolution may have a significant direct impact on the student body (as determined by the Chair), one of the Committee members shall be a student representative appointed by the President of the Student Association.

Harassment and discrimination complaints will be investigated, not by the DRC, but according to the procedures detailed in ICT Kikkawa College's *Harassment and Discrimination Policy*.

### **Formal Hearing of a Complaint**

A formal hearing will be conducted by the Disciplinary Review Committee if it is the decision of the

Committee that such a hearing is warranted in order to gather further evidence in determining guilt or innocence, to determine the nature of the sanction, or for other reasons as determined by the Committee.

### **Procedure for Hearings**

The Committee may establish its own practice and procedure in the hearing of complaints, subject to the requirements that there be a full hearing on the merits of the complaint and that the Committee's decision be rendered in a free and unbiased manner.

Where the Chair of the Committee has received a complaint and the Committee has decided that a hearing is in order, a written "notice to Attend a Disciplinary Review Committee Hearing" will be sent to the student(s) involved within 15 business days of the day that the Chair receives the complaint. The student must appear before the Committee within two business days of the date on the notice. In order to permit the school to act fairly and with sufficient information and understanding, students must have access to communication. Failure to appear will not prevent the investigative hearing from occurring.

The DRC may impose any of the sanctions listed in this Catalogue. Any decision of the DRC must be communicated to the student, the complainant, and the President of ICT Kikkawa College in writing with reasons for the decision. This communication will be done by registered mail within five business days of the completion of the hearing. If the decision is expulsion, the Committee will immediately advise the Registrar of the date of expulsion by electronic mail or telephone and, within one day, in writing.

### **Complaint Procedure**

All complaints must be submitted in writing to the Student Counsellor. The Student Counsellor will review the submission to ensure it is complete and will then forward it to the appropriate individual or department for resolution. Complaints submitted directly to other staff or faculty members may not be addressed.

All student complaints will be acknowledged in writing within 2 business days of receipt.

**Review:** The complaint will be reviewed by the appropriate faculty or administrator within 5–7 business days.

**Resolution/Decision:** A written response outlining the findings and any actions to be taken will be provided to the student within 10–15 business days of the initial complaint.

### **Appeals**

If the student is not satisfied with the resolution, they may file an appeal within 5 business days of receiving the decision. Appeals will be reviewed, and a final decision will be communicated within 10 business days. All appeals must be submitted in writing to the Student Counsellor. The Student Counsellor will review the submission and will then forward it to the appropriate individual or committee responsible for addressing the matter. Appeals submitted directly to other staff or faculty members will not be considered.

### **Sanctions**

**Notice of Warning.** This is a written order or instruction to a student requiring that the behaviour complained of cease or change. The warning is put in the student's file and, if the behaviour is repeated, it is grounds for a more severe sanction.

**Probation.** Under a probation order issued by the DRC, a student may attend classes and clinics under specific terms and conditions. A student on probation is subject to suspension or expulsion if there is any further breach of school policy.

**Suspension.** This is an order issued to the student by the DRC requiring the student to withdraw from a course or courses for a period of no more than three business days.

**Expulsion.** This is an order issued by the DRC severing the student's relationship with the school and expelling the student from the program and all ICT Kikkawa College's activities. The Registrar shall deregister the student from the program.

### **Formal Student Complaint Procedure**

Should a problem arise while a student is attending an ICT Kikkawa College and the issue is not informally addressed or covered by the Academic Appeals or Disciplinary Review process, a formal protocol has been established to help find a satisfactory resolution to the student's complaint:

- The student shall put the complaint or grievance in writing, detailing the nature of the problem, the date it occurred, the name(s) of the individual(s) involved, and the facts regarding the matter. The letter must be signed and dated.
- The student shall send or deliver the letter to the Student Counsellor and retain a copy for his/her records.
- An acknowledgment of receipt of the complaint will be sent to the student in writing within two (2) business days of submission.
- Within 5 business days of the complaint being acknowledged, the Registrar shall meet with the student in person to attempt to resolve the issue. The student shall be permitted to provide an oral submission. Both the student and the Registrar shall be permitted to have another person present during the meeting. The Registrar will then issue a written decision on the matter (giving reasons for the decision).
- If, after receiving the Registrar's written response, the student does not feel a satisfactory resolution has been reached, the student may pursue the issue further by sending the complaint within 2 business days of receiving the Registrar's response, the following: a copy of the original complaint letter, a copy of the School's response, and a written explanation as to why the student believes the complaint not to have been appropriately adjudicated to the Director of Program. The student should retain a copy of all written materials. Within 10 business days, a written response will be delivered to the student by the Director of Program or Student Counsellor.
- If the complaint cannot be resolved at this level, then it will be taken one step further to the President of the College. Upon reviewing the submission, the President shall take whatever reasonable action they deem necessary to reach a fair and reasonable resolution to the matter. This may include meeting with the student to permit the student to again make an oral explanation. If such a meeting takes place, both the student and the President shall be allowed to have another person present during the meeting.
- Within 14 business days of receiving the student submission, the President shall provide a final written decision on the matter, including reasons therefore.
- The total maximum period of time between the date a complaint is submitted and the date a final decision is made by the School Committee (Registrar, Student Counsellor, Director of Program, President) is 27 business days.
- The school shall maintain a record of all students' complaints for 3 years from the date of the decision, including a copy of the student complaint, any submissions filed, and the decision. The student will be provided with a copy of this record upon conclusion of the matter.
- The school will maintain a separate centralized binder/folder of all student complaints for a minimum of three years.

If the student still feels the problem has not been appropriately resolved, the student may direct the complaint to one of the following organizations:

If you request the Ontario Superintendent of Private Career Colleges to review your concern or complaint, submit it using the ministry's **Program Approval and Registration Information System (PARIS)**.

<https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/login.xhtml>



At your first visit, you will be asked to create a student account.

Your complaint or concern can be tracked easily and addressed directly through your account.

You may also request a review of your complaint by email: [pcc@ontario.ca](mailto:pcc@ontario.ca)

Once you submit your complaint and any supporting documents, the superintendent or a delegate will review the documents and advise you on the next steps.

**Letters to either the Superintendent or the DAE should contain the following:**

- a copy of the original complaint and related correspondence with the school;
- proof that the school's complaint procedure was followed; and
- the student's signature.

## **Facilities, Campus Locations and Contact Information**

### **Facilities**

Facilities at ICT Kikkawa College include academic and practical classrooms with whiteboards, projectors and screens, access to TV and DVD equipment. Practical rooms are equipped with massage tables, cubicle curtains, and hydro equipment. Teaching Clinic is held on-site utilizing practical rooms. ICT Kikkawa College provides study areas with internet access. A student lunch area, Student Association Office, reception area, and administrative offices complete the facilities.



## Campus Hours

### ICT Kikkawa College

Monday to Friday, 8:00 a.m. to 4:00 p.m. Admissions Office Monday to Friday 8:00 a.m. to 4:00 p.m. or by appointment. Public Teaching Clinic Tuesday to Friday, 1:30 p.m. to 8:30 p.m.

### Campus Locations

ICT Kikkawa College campuses are located in large cities that offer a wide array of cultural activities and myriad services. Immediate campus locations are student-friendly, providing access to public transportation, parking, a wide variety of stores and services, and close proximity to affordable student housing within the surrounding community.

### ICT Kikkawa College

3280 Bloor Street West, Centre Tower, Unit 400, Toronto, Ontario M8X 2X3

(416) 762-4857

Toll free: (888) 890-5888

Fax: (416) 762-5733

Website: [ICTschools.com](http://ICTschools.com)

Admissions: [kcadmissions@ictschools.com](mailto:kcadmissions@ictschools.com)

ICT Kikkawa College is located at the corner of Bloor St West, and Islington Avenue.

Public transportation to the College is exceptionally good. The TTC Islington Subway Station on the Bloor-Danforth Subway Line is accessible from the building. Paid parking is available in the building and in the surrounding community. Access to the College by car is excellent, just minutes from the Queen Elizabeth Highway and the Gardiner Expressway, and with easy access to and from Highway 401.

## Provincial Registration and Affiliations

### Provincial Registration

ICT Kikkawa College is registered as a career college under the Ontario Career Colleges Act (2005)

<https://www.ontario.ca/laws/statute/05p28>





## Affiliations

### **Canadian Council of Massage Therapy Schools**

ICT Kikkawa College are member schools of the Canadian Council of Massage Therapy Schools. CCMTS is the premier national association of massage therapy schools in Canada and considered by the massage therapy profession as the representatives for the education industry and a national stakeholder for the profession in this regard.

### **National Health Practitioners of Canada**

The NHPC is the largest national professional association representing massage therapists and holistic practitioners in Canada. Its membership includes 5000 therapists and practitioners from across Canada. ICT Kikkawa College are recognized schools with the NHPC. ICT Kikkawa College students are able to join NHPC as student members. [www.nhpcanada.org](http://www.nhpcanada.org)

### **National Association of Career Colleges**

ICT Kikkawa College is a member of the National Association of Career Colleges (NACC)  
[www.nacc.ca](http://www.nacc.ca)

### **Career Colleges Ontario**

ICT Kikkawa College is a member of the Career Colleges Ontario association  
<https://careercollegesontario.ca/>

### **Ontario Council of Private Massage Therapy Colleges**

ICT Kikkawa College is a member school of the Ontario Council of Private Massage Therapy Schools (OCPMTC). The OCPMTC is a council of private colleges composed of the majority of private schools that provide massage therapy education in Ontario.

### **Continuing Education Credits**

ICT Kikkawa College is approved to provide Continuing Education Units (CEUs) with the College of Massage Therapists of Ontario (CMTO). [www.cmta.com](http://www.cmta.com)



## References

### Available on-line:

**Ontario Career Colleges Act, 2005, S.O. 2005, c. 28, Sched. L** <https://www.ontario.ca/laws/statute/05p28>

Freedom of Information and Protection of Privacy Act <https://www.ontario.ca/laws/statute/90f31>

Accessibility for Ontarians with Disabilities Act, 2005 <https://www.ontario.ca/laws/statute/05a11>

### *Ontario Human Rights Code*

Canadian Human Rights Commission <http://www.chrc-ccdp.gc.ca/index.html>

Canadian Copyright Act <http://laws-lois.justice.gc.ca/eng/acts/C-42/>

Ministry's PARIS website: <https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/login.xhtml>

PARIS Reference Guide for Students:

<http://www.tcu.gov.on.ca/pepg/audiences/pcc/paris-reference-guide-for-students.pdf>

Public Health Ontario [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx)

The National Student Loans Centre (NSLSC): <https://www.csnpe-nslsc.canada.ca/en/home>

National Association of Career Colleges (NACC): [www.nacc.ca](http://www.nacc.ca)

Career Colleges Ontario: <https://careercollegesontario.ca/>

College of Massage Therapists of Ontario (CMTO): [www.cmto.com](http://www.cmto.com)

### Available at the College:

Vocational Program Enrolment Contract

Students' Rights and Responsibilities

Fee Refund Policy

Student Complaint Procedure

Student Complaint Form

Student Expulsion Policy

Sexual Violence and Harassment Policy

This Catalogue may be updated at any time. Please consult with the College for the latest version.



## **ICT Kikkawa College - Student Essential Policies**

Students are required to review and sign the Student Essentials Policy and submit the signed copy to their instructor for inclusion in their official student file.

### **1. Attendance Policy**

- a. Students must maintain a minimum of 80% attendance per course to pass, as required by the Ministry of Education and the Ontario Career Colleges Act, 2005.
- b. Leaving class before it ends will be counted as absent. Students must remain attentive and present for the entire duration of the class to be marked present.
- c. Arriving more than 15 minutes late will result in being marked absent.
- d. Attending briefly to “sign in” and then leaving is not permitted.
- e. Attendance will be monitored on a monthly basis. If a student’s attendance in any course remains below 80% for three (3) consecutive months, they may be withdrawn from the program.

### **2. Attire & Professional Appearance**

- a. Students are expected to maintain a professional, business casual appearance while on campus.
- b. TECL attire:
  - i. School uniform shirt (as per TECL policy) is mandatory.
  - ii. Navy blue or black trousers with closed-toe shoes.
  - iii. No casual or alternative clothing is permitted for TECL students. No jewelry. (Exceptions only for religious or documented accommodations submitted at orientation.)

### **3. TECL Hours**

- a. The maximum allotted time is 1 hour 15 minutes per client
  - i. 1 hour for treatment
  - ii. 15 mins total for the completion of the client file and assessment.

### **4. Misconduct Policy**

- a. ICT Kikkawa College has zero tolerance for:
  - i. Sexual, verbal, physical, or mental harassment
  - ii. Bullying or intimidation
  - iii. Any form of discrimination or ill-treatment toward peers, faculty, or staff
- b. Misconduct will result in serious disciplinary action.



## **5. Kitchen Rules**

- a. The kitchen is a shared space for all students, staff, and faculty.
- b. Custodial staff will only clean floors and surfaces. All crockery and cutlery are your responsibility.
- c. Permanent markers are available in the kitchen. Label your dishes, cups, and utensils with your name.
- d. You must wash and put away your dishes before leaving the school premises each day.
- e. Any unwashed or unlabeled items left in the sink or kitchen after hours will be discarded without warning. ICT Kikkawa College will not reimburse or replace discarded items.
- f. Treat the school as your second home. Keep the kitchen tidy to prevent hygiene issues and maintain a welcoming space for everyone.
- g. At the end of each day, ICT Kikkawa staff will check the kitchen sink and discard any dirty or misplaced items.

## **6. Fridge Rules**

- a. A student monitor will check the fridge weekly.
- b. All food must be labeled with your name. Unlabeled items will be discarded weekly.
- c. Clean up any spills immediately to prevent odor and contamination.

## **7. Microwave Rules**

- a. Cover food while heating. A cover will be provided in the microwave.
- b. Avoid heating strong-smelling foods (e.g., seafood), as odors can disturb classes.

## **8. Bulletin Boards**

- a. Located in the kitchen:
  - i. Board 1: Administrative updates
  - ii. Board 2: Year 1 updates
  - iii. Board 3: Year 2 updates
- b. Check regularly for important information.

## **9. Weapons Policy**

- a. Zero tolerance for weapons or any objects intended to cause harm.
- b. Exceptions only for religious or documented accommodations submitted at orientation.

## **10. Classroom Guidelines**

- a. Treat massage tables and equipment with care.



- b. Do not pick, tear, write on, or otherwise damage them.

## **11. Tests & Exams (Theory & Practical)**

- a. Theory and Practical Tests & Final Exams
  - i. No grace period is allowed. Late arrivals will receive a grade of 0 and be marked absent.
  - ii. No retakes or re-exams will be provided unless the student has documented accommodations on file, submitted through the formal process at orientation. (You must submit and apply for a supplemental test with the necessary documentation).
  - iii. Once your time is over for writing the exam, you must stop writing. If you continue writing on the Scantron or test, you will receive a grade of zero
- b. Attendance & Preparation
  - i. Arrive 40–45 minutes early to account for potential delays such as traffic, transit cancellations, accidents, route changes, or other unforeseen circumstances.
  - ii. The first-floor lobby is available for students to wait, prepare, or relax before exams.
  - iii. Arriving after the allowed time (or missing the grace period for theory tests) will result in being denied entry and receiving a grade of 0.

## **12. Scent-Free & Substance Policy**

- a. The campus is 100% scent-free, no perfumes, no strong lotions, or no scented products allowed.
- b. Substance use (including cigarettes, vaping, alcohol, marijuana, and other illicit drugs) is prohibited unless formally accommodated.
- c. Smoking is prohibited within 9 metres of any building entrance or exit, in accordance with the Smoke-Free Ontario Act.

## **13. Criminal Record Check**

- a. All students must provide ICT Kikkawa College with a valid Criminal Record Check.

## **14. Social Media & Technology Policy**

- a. To ensure professionalism in class and the Teaching Clinic (TECL):
  - i. No phones during class or TECL
  - ii. No recordings (audio or video)
  - iii. No live streaming or social media posts
  - iv. No headphones/earbuds



I have read and understood the above mentioned Policies. I agree to follow the rules outlined and acknowledge that they are in place to ensure professionalism and a respectful learning environment. I understand that breaking this policy may result in disciplinary action, up to and including suspension or dismissal from the program.

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

