



Enrolment Contract

Gould Nutrition Inc
216 - 10909 Yonge Street
Richmond Hill, ON L4C 3E3

Natural Nutrition Program – only offered in English

This Enrollment Contract is subject to the Private Career Colleges Act, 2005 and the regulations made under the Act.

First Name: _____ Last Name: _____

Current Mailing Address: _____

City: _____ Postal Code: _____

Permanent Address (alternate)- if same as above indicate same _____
if different _____

City: _____ Postal Code: _____

Preferred Contact #: _____ Email: _____

Date of Birth: _____ Gender: _____ Emergency Contact and Phone #: _____

International Student: Yes _____ No _____ First Language: _____

How did you hear about this program? _____

Admission Requirements:

- ____ Have a copy of Canadian or American secondary school diploma or equivalent, or
- ____ Have a copy of a Canadian postsecondary diploma or degree or equivalent, or
- ____ Have a copy of a Canadian Certificate of Apprenticeship or Certificate of Qualification in any trade
- ____ Be at least 18 years of age and pass a Superintendent approved qualifying test

Preferred Program Start Date (please indicate):

- o September 5, 2019 Full-time Day (1 year) ending June 2020*
- o September 5, 2019 Part-time Evenings (2 years) ending June 2021*

*Practicals are offered at the branch

** Some classes may be scheduled on weekends



Fees: (Compulsory)

Tuition fees	CAN\$ 6,160.00
Registration fee	CAN\$ 100.00
Processing fee (incl hst)	CAN\$ 113.00
Required books(incl gst)	CAN\$ 922.95
Alumni fee (incl hst)	CAN\$ 89.27

Fees: (Optional)

Module rewrite	CAN\$ 75.00
Make up test (incl hst)	CAN\$ 56.50
Accelerated schedule (incl hst)	CAN\$ 113.00
Advanced standing (A/S) per course evaluation fee(incl hst)	CAN\$ 56.50
A/S course placeholder cost	CAN\$ 25% of regular course tuition cost
Course exemption test	CAN\$ 150.00
Special course schedule (incl hst)	CAN\$ 56.50
Reschedule board exam (incl hst)	CAN\$ 226.00
On hold fee (incl hst)	CAN\$ 226.00
Past timelines reopen file (incl hst)	CAN\$ 226.00
Missed practical (incl hst)	CAN\$ 56.50
Special request letters (incl hst)	CAN\$ 16.95
Replace lost T2202A (incl hst)	CAN\$ 28.25
Grade Appeal	CAN\$ 28.25
Grading of each additional case study	CAN\$ 56.50
Missed scheduled courses	CAN\$ 35.00 – 50.00 per hour (to a maximum of 18 hours missed)

(Other)

NSF Cheque Charge (incl hst)	CAN\$ 28.25
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Acknowledgement:

I, _____ acknowledge that I have received a copy of
 _____ The Statement of Students' Rights and Responsibilities issued by the Superintendent of Private Career Colleges
 _____ Addendum A – Branch's refund policy
 _____ Addendum B - Finance payment schedule
 _____ Addendum C - Student Complaint Procedure
 _____ Addendum D - Student Expulsion Policy
 _____ Addendum E - Practitioner Code of Ethics
 _____ Addendum F - Program class schedules
 _____ Addendum G - Sexual Violence Policy

Date: _____

 (Signature of Student)



The Canadian School of Natural Nutrition does not guarantee employment for any student who successfully completes CSNN's Natural Nutrition program.

Upon successful completion of the Natural Nutrition program students will receive a diploma, the title Registered Holistic Nutritionist and the designation R.H.N.

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and as specified in Addendum D the Finance Payment schedule. The Canadian School of Natural Nutrition reserves the right to cancel this Enrolment Contract if the undersigned does not attend classes during the first 14 days of the beginning of the program.

I understand that in addition to the classroom studies in which I must maintain an average of 80%, a minimum of 50 Practical hours and 14 Case Studies must be completed before the final examination date to meet the CSNN requirements to graduate.

I understand that absolutely no part of the content in the copyrighted publications, course material or teacher notes, may be photocopied or adapted for teaching purposes or shared with anyone not taking the CSNN program. Breach of these restrictions will result in legal action.

I understand that I am expected to follow all CSNN's policies outlined in the Student Handbook

RELEASE: "I hereby release The Canadian School of Natural Nutrition Inc. and all branches and affiliations from all claims of damages arising from any accident or injury which is caused by or arises from participation of the applicant named herein, during any program or any facility or any location where a program is held."

I certify that I have read, understood and have received a copy of this Enrolment Contract.

(Signature of Student) Date: _____

The Canadian School of Natural Nutrition agrees to supply the Natural Nutrition program to the above named student upon the terms herein mentioned. The Canadian School of Natural Nutrition may cancel this Enrolment Contract if the above named student does not meet the admission requirements of the Natural Nutrition Program before the program begins.

(Signature of Admission Officer) Date: _____



Consent to use of Personal Information

Private career colleges (PCCs) must be registered under the Private Career Colleges Act, 2005, which is administered by the Superintendent of Private Career Colleges. The Act protects students by requiring PCCs to follow specific rules on, for example, fee refunds, training completions if the PCC closes, qualifications of instructors, access to transcripts and advertising. It also requires PCCs to publish and meet certain performance objectives that may be required by the Superintendent for their vocational programs. This information may be used by other students when they are deciding where to obtain their training. The consent set out below will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, _____, allow the Canadian School of Natural Nutrition to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

- To advise me of my rights under the Private Career Colleges Act, 2005 including my rights to a refund of fees, access to transcripts and a formal student complaint procedure; and
- To determine whether the Canadian School of Natural Nutrition has met the performance objectives required by the Superintendent for its vocational programs.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to Leslie Gould, Richmond Hill Branch Manager at **richmondhill@csnn.ca**. I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

(Name of Student)

(Signature of Student)

(Date)



ADDENDUM A – REFUND POLICY

- Students who change their minds within 2 days of signing this Enrolment Contract will receive a full refund for tuition, registration, and alumni fee paid. Books paid for and returned in resalable condition within 10 days of withdrawing will be refunded.
- Students who give written notice to their Branch Manager before the start of classes that they won't be attending the Natural Nutrition Program will be refunded all tuition paid less \$500. Books paid for and returned in resalable condition within 10 days of withdrawing will be refunded.
- Students who do not attend the first 14 days of the start of the Natural Nutrition Program and who receive a notice from CSNN within 45 days of the start of classes that their contract is being cancelled will be refunded all tuition fees paid less 20% of the total fees for the program or \$500, whichever is less. (If the student has an advanced standing/s, 20% of the total fees for the program will apply to the adjusted total program fees caused by the 75% cost reduction in any course/s due to receiving advanced standing in said course/s). Books paid for and returned in resalable condition within 10 days of contract cancellation date will be refunded.
- Students who are within the 1st half of the 1 year Natural Nutrition Program who give written notice that they want to withdraw, or transfer, or who have been expelled from CSNN according to CSNN's expulsion policy will be refunded for the portion of courses paid for and no longer responsible for at the time of withdrawal less 20% of the total fees for the program or \$500, whichever is less. (If the student has an advanced standing/s, 20% of the total fees for the program will apply to the adjusted total program fees caused by the 75% cost reduction in any course/s due to receiving advanced standing in said course/s). Books paid for and returned in resalable condition within 10 days of withdrawing will be refunded.
- Students who are in the 2nd half of the 1 year Natural Nutrition Program who give written notice that they want to withdraw, or transfer, or who have been expelled from CSNN according to CSNN's expulsion policy will not receive a refund and will be financially responsible for the whole program cost. (If the student has an advanced standing, the total program fees means the adjusted program fees caused by the 75% cost reduction in any course/s due to receiving advanced standing in said course/s). Books paid for and returned in resalable condition within 10 days of withdrawing will be refunded.
- Students who are within the 1st half of the 2nd year of the 2 year Natural Nutrition Program who give written notice that they want to withdraw, or transfer, or who have been expelled from CSNN according to CSNN's expulsion policy will be refunded for the courses paid for and no longer responsible for at the time of withdrawal less 20% of the total fees for the program or \$500, whichever is less. . (If the student has an advanced standing/s, 20% of the total fees for the program will apply to the adjusted total program fees caused by the 75% cost reduction in any course/s due to receiving advanced standing in said course/s). Books paid for and returned in resalable condition within 10 days of withdrawing will be refunded.
- Students who are in the 2nd half of the 2nd year of the 2 year Natural Nutrition program who give written notice that they want to withdraw, or transfer, or who have been expelled from CSNN according to CSNN's expulsion policy will not receive a refund and will be financially responsible for the whole program cost. (If the student has an advanced standing, the total program fees means the adjusted program fees caused by the 75% cost reduction in any course/s due to receiving advanced standing in said course/s). Books paid for and returned in resalable condition within 10 days of withdrawing will be refunded.



ADDENDUM B - PAYMENT SCHEDULE

It is understood that fees are payable according to the payment schedule chosen. Finance fees on payment schedules are non-refundable. A \$25 charge exists for any NSF cheques received.

- TUITION – TOTAL PAYMENT-\$7,396.77 (due at time of registration)
- Full Time Quarterly Installments (Total Tuition +Non-refundable \$100 finance fee = \$7,496.77)

- September
 - 1st Payment - \$1,514.00 (Upon registration)
 - 2nd Payment - \$1,667.00 (November 1)
 - 3rd Payment - \$1,667.00 (February 1)
 - 4th Payment - \$1,756.27 (April 1)
- March
 - 1st Payment - \$1,514.00 (Upon registration)
 - 2nd Payment - \$1,667.00 (May 15)
 - 3rd Payment - \$1,667.00 (September 15)
 - 4th Payment - \$1,756.27 (December 15)

Tuition Breakdown with <u>ALL</u> required books	
Tuition	\$6,160.00
All Required Books	\$ 890.00
Registration Fee (Non-refundable)	\$ 100.00
Processing Fee (Non-refundable)	\$ 100.00
Alumni Fee	\$ 79.00
GST (5% books only)	\$ 44.50
HST (13% on Alumni Fee & Processing Fee only)	\$ 23.27
Total Tuition	\$7,396.77

- Part Time Quarterly Installments (Total Tuition + Non-refundable \$100 finance fee = \$7,496.77)
 - September
 - 1st Payment - \$1,514.00 (Upon registration)
 - 2nd Payment - \$1,667.00 (January 1)
 - 3rd Payment - \$1,667.00 (August 1)
 - 4th Payment - \$1,756.27 (January 1)
 - March
 - 1st Payment - \$1,514.00 (Upon registration)
 - 2nd Payment - \$1,667.00 (September 15)
 - 3rd Payment - \$1,667.00 (February 15)
 - 4th Payment - \$1,756.27 (September 15)

- Full Time Monthly- 10 Installments (1st Installment \$1,115.00 plus 8 monthly payments of \$600.00 + 1 @ \$689.27)
- Part Time Monthly- 20 Installments (1st Installment \$815.00 plus 18 monthly payments of \$300.00 + 1 @ \$389.27)

I agree to pay \$ _____ as the 1st Installment upon registration and I agree to pay _____ subsequent installments of \$ _____. I agree to date these payments on the 1st or 15th of the month.

METHOD OF PAYMENT: Cash Cheque* Email Money Transfer

*Post-dated cheques are required.

Please make cheques payable to CSNN or Canadian School of Natural Nutrition

** ADDITIONAL \$100.00 (+HST) FEE APPLIES FOR ACCELERATED PROGRAMS **

** ONE-TIME FINANCE FEE & BOOKS ARE NON-REFUNDABLE **

I understand that if I miss a payment according to the agreed upon payment schedule, that my studies may be put on hold until the payment is made. In such cases, students may have to wait until the next available class.

STUDENT SIGNATURE

APPROVAL SIGNATURE

DATE



ADDENDUM C – Student Complaint Procedure

- Students who have a complaint must put their complaint in writing addressed to their Branch Manager.
- Students may request to have a meeting with their Branch Manager in regards to their complaint.
- Students are allowed to have another person present in their meeting with their Branch Manager and this other person may make the oral complaint submission on their behalf.
- Once the decision is made the Branch Manager will document the decision in the Student's file and in writing will inform the student of the decision and the reasons for the decision.
- If within 10 working days, the Branch Manager is unable to resolve the issue, the Student will be asked to fill in a 'How Can We Help You' form with the student's written complaint attached and all documents will be forwarded to the Registrar. A written response from the Registrar will be forwarded to the Branch Manager within 10-15 working days. All decisions are final.
- Branch Managers will keep on file for a period of 3 years all written student complaints, any submissions made in regard to the complaint, and the written decision made in regards to the complaint. A copy of all documents will be provided to the Student.

Complaints involving Instructors:

- Students who have complaints towards an Instructor are asked to first try and resolve their issue with their Instructor before making a written complaint to their Branch Manager, however, if the issue is not resolved, the Student is asked to provide the Branch Manager with the written complaint and the Branch Manager will schedule a meeting with both the Student and the Instructor.
- If within 10 working days, the Branch Manager is unable to resolve the issue, the Student will be asked to fill in a 'How Can We Help You' form with the student's written complaint attached and all documents will be forwarded to the Registrar. A written response from the Registrar will be forwarded to the Branch Manager within 10-15 working days. All decisions are final.
- Branch Managers will keep on file for a period of 3 years all written student complaints, any submissions made in regard to the complaint, and the written decision made in regards to the complaint. A copy of all documents will be provided to the Student.

If a student is not satisfied with the Canadian School of Natural Nutrition's resolution of his or her complaint in accordance with the procedures indicated above, the student may refer the matter to the Superintendent and shall include in his or her application to the Superintendent a copy of the documents regarding the complaint.

Contact Information:

**Superintendent
Ministry of Training, Colleges and Universities
Private Career Colleges Branch
77 Wellesley Street West
PO Box 997
Toronto, Ontario M7A 1N3**



ADDENDUM D – STUDENT EXPULSION POLICY

Students may be subject to expulsion:

- If they violate CSNN's copyright and intellectual property of educational materials (legal action may additionally be taken against such violations)
 - If they have cheated on a test or an assignment, or if they have allowed their work to be copied by another
 - If they perform acts of discrimination or harassment to fellow students, instructors, or administrative staff.
 - If they physically threaten fellow students, instructors or administrative staff
 - If they repeatedly disrupt the classroom
 - If they sell goods and services in the classroom
 - If they misrepresent themselves as a practitioner while they are still a student
1. Students who violate CSNN's Code of Conduct will be reported to the Branch Manager for purposes of documentation.
 2. If another student or instructor witnessed the violation, the Branch Manager will contact the student or instructor to discuss the incident and will ask for written statements to be documented in the Student's file. (if the violation warrants immediate dismissal the Student will be put on hold until the Branch Manager is able to look into all details)
 3. After investigating all of the details surrounding the incident, the Branch Manager will do one of the following:
 - (a) Determine the violation was not substantiated
 - (b) Determine the violation was substantiated in whole or in part, and either
 - (i) Give the Student a warning with details of the consequences should the student be found to violate again
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Or determine that the student should be expelled
 4. A Branch Manager who feels that a student should be expelled will first provide all documentation to the Registrar and discuss the situation with the Registrar before expelling the Student.
 5. Should it be determined that a student should be expelled, the Branch Manager will prepare a written summary of the determination, the reasons for expulsion, and will include all written documentation of the incident to give to the Student and to be put in the Student's file. The Student's refund will be calculated according to the refund policy outlined in Addendum A of the Enrolment Contract. If the Student owes money these monies will be subject to collection.
 6. If the Student is given a warning or placed on probation the Branch Manager and the Student will both sign the written warning or the document outlining the probationary conditions. Copies of documents will be given to the Student and the original will be placed in the Student's file.



BY-LAWS OF THE CANADIAN SCHOOL OF NATURAL NUTRITION 3393291 CANADA INC.

CODE OF ETHICS FOR CSNN GRADUATES

The Canadian School of Natural Nutrition has as its mission the education of the individual in the principles of holistic health care and the principles of natural nutrition, to further the well-being of people and the healing of planet Earth. To this end, a graduate of CSNN as a Holistic Nutritionist/Holistic Nutritional Consultant agrees to:

1. maintain an interest in the well-being of all human beings, regardless of colour, creed or nationality, and in the care of planet Earth.
2. respect the right of his/her client as an individual in all respects, as to personal tastes, morals and social values.
3. be non-judgmental as to the life values and experience of the client.
4. treat the client under all circumstances with due concern for the dignity of the individual.
5. respect the confidential nature of his/her relationship with the client and protect the confidentiality of assessments and recorded documents.
6. guide and counsel his/her client in the best way to achieve optimal health through natural nutrition, but always respect the right and need for the client to make the final decision in all wellness plans.
7. teach the client to accept responsibility for his/her own health choices and actions.
8. accept full responsibility for the consequences of his/her own acts.
9. provide professional services only in those areas in which s/he has competence and training.
10. recognize the need to work co-operatively with other disciplines, holistic or allopathic, to best serve the client's need, respecting the unique contribution of each discipline.
11. respect differences of opinion and exercise tact and diplomacy in interpersonal relations.
12. resolve to improve and maintain his/her professional competence in the field of natural nutrition and holistic health care.
13. accurately identify oneself using one of the approved CSNN designations and/or titles to avoid misleading the public about your role as a holistic nutrition professional.

I have read and I do agree to uphold the above Code of Ethics. I understand that failure to do so may result in my expulsion from CSNN or the removal of my designation.

(Student's Signature)

Date: _____



Canadian School of Natural Nutrition
TEACHING THE MEDICINE OF THE FUTURE™

ADDENDUM F – PROGRAM CLASS SCHEDULE – FULL TIME

LOCATION: RICHMOND HILL

September 2019

START DATE : SEPT. 5, 2019 Tues/Thurs

COURSE	DATES	SESS.	CLASS HOURS
Module 1			
Fund. of Nutrition Part 1	Sept. 5, 10, 12, 17, 19, 24	6	10:00 - 1:30
Fund. of Nutrition Part 2	Sept. 26 Oct. 1, 3, 8, 10	5	10:00 – 1:00
Anatomy & Physiology	Oct.15, 17, 22, 24	8	10:00 – 2:00
	Oct. 29, 31 Nov. 5, 7		10:00 – 1:30
Nutritional Symptomatology	Nov. 12, 14, 19, 21, 26, 28	9	10:00 – 1:30
	Dec. 3, 5, 10		Dec. 10 10:00 – 12:00
Module 2			
Motivational Interview	Nov. 14, 21, 28	4	2:00 – 4:30
Skills	Dec. 5 (afternoon)		1:30 – 4:30
Hormone Health	Dec. 12	5	10:00 – 2:00
	Dec. 17, 19 Jan. 7, 9		10:00 – 1:30
			Xmas Break Dec 23 - Jan 3
Body-Mind-Spirit Connection to the Mind	Jan. 14/2020	5	10:00 – 2:00
	Jan. 16, 21, 23, 28		10:00 – 1:30
Body-Mind-Spirit Connection to the Spirit	Jan. 30 Feb. 4	4	10:00 – 2:00
	Feb. 6. 11		10:00 – 1:30
Fundamentals of Business	Jan. 18 (Sat), Feb.1 (Sat)	2	10:00 – 4:00
Module 3			
Biochemistry & Epigenetics	Feb. 13, 18, 20, 25, 27 March 3, 5	7	10:00 – 1:00
			March Break Mar 16 - 20
Pathology & Nutrition	March 10, 12, 24, 26 April 2, 7, 9, 14	8	10:00 – 1:30 April 14 10:00 – 12:30
Lifecycle Nutrition	Pediatrics (10:00 – 1:00)	4	April 16, 21, 23, 28
	Sports (10:00 – 1:00)	3	April 30 May 5, 7, 12
	Aging (10:00 – 1:00)	3	May 14, 19, 21
Module 4			
Nutritional Literature	May 9 (Sat.)	2	10:00 – 4:00
	May 23 (Sat.)		10:00 – 2:30
Ecology & Nutrition	May 26, 28 June 2	3	10:00 – 2:00
Allergies	June 4, 9, 11	4	10:00 - 2:00
	June 16		10:00 – 1:00
Introduction to the Practical Use of Herbs	June 18, 23, 25, 30	4	10:00 – 1:30
Final Written Exam	August 21/2020		



ADDENDUM F – PROGRAM-CLASS SCHEDULE - PART TIME

LOCATION: RICHMOND HILL

START DATE: Thursday PM - 6:30/7:00 - 10:00

September, 2019

COURSE	DATES	SESS.	CLASS HOURS
Module 1			
Fund. of Nutrition Part 1	Sept. 5, 12, 19, 26 Oct. 3, 10, Oct. 17	7	7:00 - 10:00
Fund. Of Nutrition Part 2	Oct. 24, 31 Nov. 7, 14, 21	5	7:00 - 10:00
			Xmas Break Dec 23 - Jan 3
Anatomy & Physiology	Nov. 28 Dec 5, 12, 19 Jan. 9, 16	9	6:30 - 10:00
2020	Jan. 23, 30 Feb. 6		7:00 - 10:00
Nutritional	Feb.13, 20, 27 Mar. 5, 12, 26	9	6:30 - 10:00
Symptomatology	April 2, 9, 16		7:00 - 10:00
Module 2			
Motivational Interview Skills	Feb. 19, Mar. 4, 25 (Wed p.m.)	3	6:30 - 10:00
			March Break 16 - 20
Hormone Health	April 2, 9, 16, 23, 30	5	6:30 - 10:00
Body-Mind-Spirit	May 7, 14, 21, 28	4	6:30 - 10:00
Connection to the Spirit			
Body-Mind-Spirit	June 4, 11, 18, 25	5	6:30 - 10:00
Connection to the Mind	June 29 (Mon)		
Nutritional Literature	May 9 (Sat.)	2	10:00 - 4:00
	May 23 (Sat.)		10:00 - 2:30
Module 3			
Biochemistry & Epigenetics	Sept.10, 17, 24 Oct.1, 8, 15	6	6:30 - 10:00
Fundamentals of Business	Sept 12 (Sat), Sept 26 (Sat)	2	10:00 - 4:00
Pathology & Nutrition	Oct. 22, 29 Nov. 5, 12, 19, 26 Dec. 3, 10	8	6:30 - 10:00 7:00 - 10:00
2021			Xmas Break Dec 21 - Jan 1
Lifecycle Nutrition	Aging (7:00 - 10:00)	3	Dec. 17 Jan. 7, 14
	Pediatrics (7:00 - 10:00)	4	Jan. 21, 28 Feb. 4, 11
	Sports (7:00 - 10:00)	4	Feb. 18, 25 March 4, 11, 25
Module 4			
Ecology & Nutrition	April 1, 8, 15, 22	3	7:00 - 10:00
Allergies	April 29, May 6, 13, 20, 27	5	7:00 - 10:00
Introduction to the Practical Use of Herbs	June 3, 10, 17, 24	4	6:30 - 10:00
Written Exam August 20,2021			



ADDENDUM G – SEXUAL VIOLENCE POLICY

CSNN is committed to providing an environment where all students are treated with respect and dignity. We believe that a student's time at CSNN should be one of personal fulfillment, growth and opportunity. As a result, CSNN supports Ontario's action plan to stop sexual violence and harassment in schools, workplaces and homes. A copy of CSNN's Sexual Violence Policy will be posted in all of its classroom locations, and all Branch Managers and staff have been trained in regards to CSNN's policy. Students will be advised of CSNN's policy during their orientation session.

Definition:

Ontario's *Sexual Violence and Harassment Action Plan Act* defines sexual violence as any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened, or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

Accessing Support Services:

CSNN will appropriately accommodate the needs of students affected by sexual violence, regardless of whether or not the sexual violence occurred at a CSNN location, or during the time period when the student attended CSNN. To access CSNN's student support services in regards to sexual violence or harassment, students are asked to contact their Branch Manager. A formal report of an incident of sexual violence is not necessary to access supports, services, or accommodations. Some community support services are listed below:

1. Canadian Women's Foundation - www.canadianwomen.org
2. Community Legal Education Ontario – www.cleo.on.ca
3. Ministry of the Attorney General - www.attorneygeneral.jus.gov.on.ca/english/ovss/victim_services_report_2010.php
4. Ontario Coalition of Rape Crisis Centres – www.sexualassaultsupport.ca

Reporting, Complaint Process, and Investigation of an Incidence of Sexual Violence:

If a student wishes to report an incident of sexual violence or harassment against them, this incident should be reported to their Branch Manager. The Branch Manager in conjunction with the victimized student and CSNN's Executive Director will determine whether to investigate the incident internally, whether to involve the appropriate authorities, or whether the student solely prefers to receive information about community resources and support. The victimized student has the right to involve the police and press charges under the Criminal Code at any point in time. The victimized student has no obligation to agree to an investigation, or be a participant in any investigation. CSNN's main priority will be keeping the victimized student safe from any retaliation or threat of retaliation by the perpetrator, regardless of whether or not the victimized student wants to move forward with an investigation. The identity of the victim will be kept confidential between the Branch Manager and the Executive Director.



If the victimized student doesn't wish to move forward with a formal complaint nor an investigation, they will receive information from the Branch Manager about community resources and support. If the victimized student wishes to move forward with an investigation, the process of the investigation will depend on whether the student is in any immediate danger, whether the support of outside authorities is required, plus will also depend on whether the perpetrator of the sexual violence or harassment is outside of CSNN, is a fellow CSNN student, CSNN instructor, or CSNN staff. The student has the right to have another person present during the investigative process. The safety, dignity, and rights of the victimized student will be upheld during an investigation.

If the victimized student wishes to move forward with an investigation against someone outside of CSNN, the victimized student will be given information about community resources and support, plus the appropriate authorities may be contacted. If the victimized student wishes to move forward with an investigation against a fellow CSNN student, CSNN will follow its Student Expulsion Policy outlined in Addendum D of the student enrollment contract. If a CSNN Instructor or CSNN staff member is being investigated, it will be done in accordance with their contract and CSNN policies. However, if the victim chooses not to participate in the investigation nor have their identity revealed this may limit the extent to which CSNN is able to deal with the accused perpetrator. If it is determined that the victimized student, other students, CSNN Instructors, or CSNN staff are in danger, CSNN will need to take independent action against the perpetrator, which may include calling the police.

If a CSNN student is not happy with either the investigative process or the outcome of the investigation, they will be given the opportunity to write an appeal letter to the CSNN Board of Directors, who will investigate the incidence and the process further.

Unsubstantiated or Vexatious Complaints:

If a person in good faith, discloses or files a sexual violence complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed, however, the complaint will be kept on record.

Disclosure or complaints that are found following investigation to be frivolous, vexatious or bad complaints, that is made to purposely annoy, embarrass or harm, may result in sanctions and/or discipline against the complainant.

Review of CSNN's policy:

CSNN reviews its sexual violence policy at least once every three years. Student input is an integral part of this review process, so if you have any comments about CSNN's existing policy, please bring it to the attention of your Branch Manager, who will bring it to the attention of CSNN's Executive Director.