



VANAS Canada

Student Manual

Vol. 14, January 3, 2025

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Welcome to Vancouver Animation School

Manifesto

We believe in Education for Employment, in teaching innovative skills that lead to creative careers resulting in personal and professional fulfillment. We have developed a fantastic school with strong educational programs that welcome you, work for you and care for you.

Our programs are designed to help you unleash your creative potential in the Animation, Visual Effects and Video Games industries. You will learn from accomplished industry professionals and gain the foundation to build your creative career. At VANAS we want you to have the satisfaction of working alongside the best artists producing the next generation of blockbusters around the world.

Mission Statement

Vancouver Animation School is devoted to educating aspiring artists in the diverse disciplines that form the Animation, Visual Effects and Video Game industries. We believe in empowering the artists to empower their art.

List of Hardware and Software

List of Hardware and Software

Name of Policy

January 3rd, 2011

Implementation Date

Head of Faculty

Position(s) Responsible

June 24th, 2024

Date of Last Revision

Policy Description

Vancouver Animation Online School is committed to providing education with the adequate equipment and technology.

Equipment

Students are responsible for supplying their own computer hardware and software licenses in accordance with their program of study. The school will provide all students with a letter of enrolment for a student discount when purchasing hardware and software.

Once purchased, such computer hardware and software licenses belong to the student and it is their responsibility to keep them up to date.

Hardware

Windows 10 or 11 <ul style="list-style-type: none"> • 64-bit Intel • Processor: 3GHZ or higher • 12 GB RAM (16GB recommended or higher) • Qualified hardware-accelerated OpenGL® graphics card, Nvidia GeForce GTX 1060 3 GB or better • Computer Monitor – 1920 X 1080 display screen 	Mac OSX Tiger or newer <ul style="list-style-type: none"> • Processor: Core Duo/Intel or higher • 12 GB RAM (16 GB recommended or higher) • Qualified hardware-accelerated OpenGL® graphics card • Computer Monitor – 1920 X 1080 display screen
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Digital Pen

A digital pen is an input device which captures the handwriting or brush strokes of an artist directly into the computer. Wacom® and XP-Pen both make digital pens.

Program: 2D Computer Animation

Adobe® Animate® (formerly Adobe Flash Professional) is a multimedia authoring and computer animation program. Animate is used to design vector graphics and animation for television programs, online video, websites, web applications, rich internet application, game development and other interactive projects. The program also offers support for raster graphics, rich text, audio video embedding, and ActionScript 3.0 scripting.

Program: 3D Computer Character Animation

Autodesk® Maya® is a modeling, animation, rendering, and visual effects software offering film, game, television and design visualization artists an end-to-end creative workflow. Maya 2024 features powerful new tools for helping create and re-purpose character animation: enhanced skinning capabilities and non-destructive live motion retargeting, now with support for 64-bit Mac OS® X operating systems.

QuickTime® is an extensible proprietary multimedia framework developed by Apple Inc., capable of handling various formats of digital video, picture, sound, panoramic images, and interactivity. It is available for Mac OS classic (System 7 onwards), Mac OS X and Microsoft Windows operating systems. The latest version is QuickTime X (10.0) and is currently only available on Mac OS X v10.6 and Mac OS X v10.7.

Program: 3D Modeling

Autodesk® Maya® is a modeling, animation, rendering, and visual effects software offering film, game, television and design visualization artists an end-to-end creative workflow. Maya 2020 features powerful new tools for helping create and re-purpose character animation: enhanced skinning capabilities and non-destructive live motion retargeting, now with support for 64-bit Mac OS® X operating systems.

Zbrush® software is a digital sculpting tool that combines 3D/2.5D modeling, texturing, and painting. It uses a proprietary "pixol" technology (see below) which stores lighting, color, material, and depth information for all objects on the screen. The main difference between ZBrush and more traditional modeling packages is that it is more akin to sculpting.

Instead of ZBrush, students can also use Mudbox® from Autodesk®.

Program: Concept Art

Adobe® Photoshop® software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Enjoy cross-platform 64-bit support and a wide range of workflow enhancements. Zbrush® software is a digital sculpting tool that combines 3D/2.5D modeling, texturing, and painting. It uses a proprietary "pixol" technology (see below) which stores lighting, color, material, and depth information for all objects on the screen. The main difference between ZBrush and more traditional modeling packages is that it is more akin to sculpting.

Program: Digital Matte Painting

Autodesk® Maya®

ProEXR® by fnord, is a set of 6 plug-ins to provide complete support for the Open EXR file format in Adobe Photoshop and After Effects. ProEXR provides access to important features of the format including multiple image layers, preservation of color space information, and choice between all compression options available in the latest Open EXR libraries. With ProEXR, artists working in Photoshop can work with layered EXR files and save projects as EXR without collapsing layers. This one file can then be opened in digital compositing applications such as After Effects, Shake, Nuke, and Fusion.

Nuke® by Foundry® is a node-based digital compositing and visual effect application used for television and film post-production. In 2015, The Foundry released Nuke Non-commercial with some basic limitations.

V-Ray® is a 3D rendering software that is compatible with most major digital content creation applications including Maya, Nuke and Katana.

Adobe® Creative Cloud® is a collection of 20+ desktop and mobile apps and services for photography, graphic design, video editing, web development, UX and more.

Program: Effects Animation

Houdini® is a 3D animation software application developed by SideFX. Houdini's exclusive attention to procedural generation distinguishes it from other 3D computer graphics software. Houdini is most commonly used for the creation of visual effects in films and games. SideFX also publishes *Houdini Apprentice*, a limited version of the software that is free of charge for students.

Program: Esports

Discord® is built to create and manage private and public communities. It gives users access to tools focused on communication like voice and video calls, persistent chat rooms and integration with other gamer-focused services. Chat with your gaming squad for free on Discord, the #1 chat app for gamers.

A Word processing software.

Program: Video Game Design

Unity® is a cross-platform game engine developed by Unity Technologies. Unity makes real-time 3D projects for Video Games and Animation.

Microsoft® Excel®, the spreadsheet app, lets you create, view, edit and share your files quickly and easily. Manage spreadsheets, tables and workbooks. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

Program: Virtual Reality

Quill® on Oculus Rift is the virtual reality illustration and animation tool built to empower artists and creators, whether to create final art or as a production tool for concept creation aid. Quill allows users to paint and animate in virtual reality on an infinitely scalable canvas – with rich colors and intuitive tools.

Adobe® Creative Cloud® is a collection of 20+ desktop and mobile apps and services for photography, graphic design, video editing, web development, UX and more.

Internet requirements

- Broadband Internet Connection: High Speed connection, 10 Mbps download, 1 Mbps Upload
- Webcam and Headphones with a built-in microphone are essential tools for Online Programs
- Google Chrome browser

Internet Usage Policy & Copyright Infringement

Internet Usage Policy
Name of Policy

December 30th, 2020
Implementation Date

Senior Education Administrator
Position(s) Responsible

April 21st, 2017
Date of Last Revision

Policy Description

Vancouver Animation School prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing. This pertains to the illegal downloading of movies and series.

According to the Canadian Copyright Act, copyright infringement may result in a summary conviction, with a maximum fine of \$25,000 and a prison term limited to 6 months.

Internet Use Dispute Resolution Process

1. Internet Service Provider (ISP) notifies VANAS that there has been a copyright infringement, due to illegal downloading using our IP address.
2. A school representative will inform the users that VANAS has been notified by our Internet Service Provider that illegal downloading has occurred.
3. If the content studio (owner of the copyrighted material) wishes to pursue criminal charges, we will trace the individual computer responsible and report the user's contact information to them.
4. Students who conduct illegal downloading or unauthorized distribution of copyrighted materials using the VANAS network will be subject to disciplinary actions, which may include suspension from the school.

Dispute Resolution/Grades Appeal Policy

Dispute Resolution/Grades Appeal Policy

Name of Policy

January 3rd, 2011

Implementation Date

School Administrator

Position(s) Responsible

November 9th, 2023

Date of Last Revision

Dispute Resolution Process

1. This policy governs complaints from students regarding Vancouver Animation School and any aspect of its operations.
2. Students who make or are otherwise involved in a complaint will not be subject to any form of retaliation by the institution at any time.
3. All student complaints must be made in writing.
4. The student must provide a written complaint to the **Head of Faculty**, Calvin LeDuc (email calvin@vanas.ca telephone 1-833-437-3872). The Head of Faculty is responsible for making determinations in respect of complaints. If the Head of Faculty is absent or is named in a complaint, the student must provide the complaint to the **School Administrator**, Erika Marin (email emarin@vanas.ca telephone 1-833-437-387), who will also be responsible for making the determination in respect of complaints.
5. The process by which the student complaint will be handled is as follows:
 - When a concern arises, the student should first attempt to address it with the individual most directly involved. If unsatisfied with the outcome, the student may submit a written complaint to the Head of Faculty. Should this person be absent or be named in the complaint the student may submit the written complaint to the School Administrator.
 - The Head of Faculty will arrange to meet with the student to discuss the concern as soon as possible and within five days of receiving the student's written complaint.
 - Following the meeting with the student, the Head of Faculty or the alternate, School Administrator will conduct whatever enquiries and/or investigations are necessary and provide a written response to the student that includes reasons for the determination on the complaint.
6. Reconsideration of the determination, if necessary, will be made by the Senior Education Administrator (SEA), Mario Pochat, mario@vanas.ca or telephone 604-612-1171.
7. A student complaint will be finally resolved within 30 days after the complaint is made.
8. Written reasons for the determination, and the reconsideration, if any, will be provided to the student as soon as possible and no later than 30 days after the date on which the complaint was made.
9. The student making the complaint may be represented by an agent or a lawyer.
10. The written determination will advise the student that, if they are dissatisfied with the determination, and feel they have been misled by the institution regarding any significant aspect of their program, they may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutionsbranch.bc.ca). Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the Program.

Procedure for Grade Appeal

1. If a student is dissatisfied with the grade received for an assessment and can provide evidence that a higher grade is warranted, he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade. This does not apply to work that has not been uploaded and marked as Not Uploaded (NU) equally a grade of 0%.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator.
3. The Senior Educational Administrator will obtain a copy of the mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. If a grade appeal is reviewed by the Senior Educational Administrator, the grade assigned following the re-mark and review will be final and cannot be appealed further.

Dismissal Policy, Code of Conduct

Dismissal Policy, Code of Conduct

Name of Policy

January 3rd, 2011

Implementation Date

School Administrator

Position(s) Responsible

December 21st, 2020

Date of Last Revision

Policy Description

Vancouver Animation School expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive, and students should request clarification from the Senior Educational Administrator if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any (institution) program or activity.

The Code of Conduct that students are expected to follow includes:

- Attend school in accordance with the Attendance Policy.
- Comply with the Confidentiality Agreement.
- Comply with the Online Campus Agreement.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behavior.
- Casual dress code is required when attending live sessions.
- Complete all assignments and examinations on the scheduled completion dates.
- No plagiarism (copying of someone else’s work) is allowed in completing class assignments.

- No weapons of any kind (i.e., knives, guns) are allowed on the school's premises.
- Zero tolerance approach to the possession or use of Illegal Drugs or alcohol at VANAS.
- Refrain from making inappropriate remarks concerning another student or staff's ethnicity, race, religion, or sexual orientation.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff, faculty, or the Institution.

Code of Conduct for Combined Courses

- Attend class during each term.
- Students may arrive 30 minutes early to set up their laptop computer.
- One 15-minute break, called by the instructor in the middle of the class.
- Cell phones should be turned off or on silent mode during class. Students are not allowed to take phone calls during class unless there is an emergency.
- Students will not email, message, use the internet, play computer games, or watch movies during class, unless instructed by the instructor.
- Students are not allowed to sleep during class.
- Any student that is being disruptive will be told to leave the classroom and can return when the instructor chooses.
- All drinks require a lid, to protect electronic devices from spillage.
- Snacks are allowed. Full meals are not allowed.
- To practice good hygiene, self-care, and appropriate workplace dress.
- No pets are allowed in the classroom.
- In case of fire, exit the building and wait in the parking lot with your instructor.

Any of the following listed below, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.
- Vandalism of school property.
- Theft.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Concerns related to a student's conduct should be referred to the Senior Educational Administrator to process in accordance with this Policy.

Procedure

1. All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Staff, students or the public may bring concerns.
2. The Senior Educational Administrator will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Senior Educational Administrator will meet with the student as soon as practicable.
3. Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
4. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
5. The Senior Educational Administrator will meet with the student and do one of the following:
 - a. Determine that the concern(s) were not substantiated.
 - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
 - i. Give the student a warning setting out the consequences of further misconduct;
 - ii. Set a probationary period (typically one term) with appropriate conditions; or
 - iii. Recommend that the student be dismissed from the Institution.
6. The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.
7. If the student is issued a warning or placed on probation, the Senior Education Administrator and the student both sign the written warning or probationary conditions, and the student is given a copy. The original document is placed in the student's file.
8. If the recommendation is to dismiss the student, the Owner of the school will meet with the student to dismiss him/her from study at the school. The Owner of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
9. If a refund is due to the student, the Senior Educational Administrator will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
10. If the student owes tuition or other fees to the school, the Senior Educational Administrator will undertake the collection of the amount owing.

Admission Policy

Admission Policy

Name of Policy

September 1st, 2011

Implementation Date

School Administrator

Position(s) Responsible

December 30th, 2020

Date of Last Revision

Policy Description

Vancouver Animation School is committed to enrolling students who meet all program admission criteria. The school maintains an open admissions policy and was founded with the vision to welcome all students interested in being part of the digital media industry. We encourage all students to apply. Vancouver Animation School empowers the artists to empower their art.

Admissions Requirements

Admission requirements are per program. Students must consult the admissions requirements from the program they are planning to enrol in. Students must meet the admission requirements minimum criteria to obtain the right of entry into their program of study.

Language Proficiency Assessment Policy

Instruction at Vancouver Animation School is conducted in English. Students whose first language is not the language of instruction are required to undergo a Language Proficiency Assessment prior to enrolment to ensure they have the language abilities necessary to successfully complete the program of their choice. Language proficiency requirements are admission requirements and may not be waived by either the institution or the student. One of the following are accepted:

For Diploma Programs

- Graduation from a Canadian school or a school where the language of instruction was English.
- TOEFL and IELTS is not required, however, a telephone, Skype, Zoom or in-person interview may still be required with a VANAS advisor to demonstrate acceptable English proficiency.

Mature Students

Mature students are those who do not possess a secondary school diploma or equivalent and are 19 years of age before the starting date of the program. Mature students who apply must demonstrate their ability to work at the post-secondary level by successfully gaining a pass in the introductory courses. Mature students must demonstrate proficiency in meeting specific program prerequisites.

Admissions Procedures

1. The institution's administrator refers all inquiries to the admission representative.
2. Applicant must complete a Diploma Program Eligibility Form including a portfolio. Portfolio's may be sent via links to Google Drive, Dropbox, social media, website, etc.
3. The admission representative meets online or via phone with the prospective student to discuss the program of interest. If the student is interested in a program of study, the admission representative gives the prospective student information about a range of programs so that the student can make a decision. During this consultation, the admission representative will assess whether the student meets the English language requirements for the program.
4. Once the student has decided on a program of study, the admission representative reviews the admission criteria for the program with the student to ensure that he/she meets all the criteria.
5. The admission representative obtains evidence from the student that he/she meets all the program's admission criteria and places the evidence in the student file.
6. After receiving evidence that the prospective student meets all the admission criteria, the admission representative prepares a Student Enrolment Contract for the student to review.
7. Should the need arise, the admission representative will meet via the Online Campus with the prospective student to review the policies that will affect the student during his/her completion of the program of study and to review the contract.
8. Should the need arise, The Senior Education Administrator will meet with the prospective student to discuss his/her educational goals and commitment to completing the program of study. Financial arrangements for payment of tuition and other fees are also discussed.
9. If the Senior Education Administrator and the prospective student agree on a financial arrangement, they sign the contract electronically where both parties maintain a copy of the signed contract.

Privacy Policy

Privacy Policy

Name of Policy

January 3rd, 2011

Implementation Date

Senior Education Administrator

Position(s) Responsible

December 22nd, 2020

Date of Last Revision

Policy Description

NAME and Likeness: The Student hereby grants to Vancouver Animation School the right to use the students name, likeness and/or biography in connection with the program of studies and work done by the student under this Agreement and in connection with the advertising or exploitation of any project or product with respect to which the student is involved, or otherwise in connection with the business of Vancouver Animation School.

Vancouver Animation School collects students' personal information for the following reasons:

- To maintain student records as required by PTIB.
- To maintain student records as required by SABC (Accredited Schools).
- To keep students/graduates informed of activities of the school.
- To issue T2202's in accordance with Canada Revenue Agency.

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

Your student information is securely stored on third party data centers such as Amazon inside Canada. We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so. If you believe that any information, we are holding on you is incorrect or incomplete, please email us as soon as possible at info@vanas.ca. We will promptly correct any information found to be incorrect.

For all full career training programs:

- Vancouver Animation Online School retains the full student file for a period of seven (7) years following the student's withdrawal, dismissal, or graduation. After seven years, the full student record is destroyed using a secure destruction method.
- Vancouver Animation Online School uploads a copy of the students' contract, transcripts and credential (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years by the third-party vendor.

Procedure for Maintaining Student Files

1. Student personal information is collected throughout the student's attendance at the institution. All required information regarding the student is placed in the student file.
2. Student files containing personal information are safely stored in locking filing cabinets and access to the student files is limited to the appropriate administrative staff, the Senior Education Administrator, and the School Owner.
3. When a student leaves the school either by withdrawal, dismissal or graduation a transcript is prepared showing the marks achieved in the courses completed. If the student has completed all courses within the program of study, a program credential is also prepared. These documents are signed by the Senior Educational Administrator and copies of the signed documents are placed in the student file within 60 days of the student leaving school. Copies of the Enrolment Contract, Transcript and Diploma for full career training programs are sent to the third-party vendor for long term storage.
4. After documents are sent for long term storage, the full student file is placed in "inactive" student storage for one year.
5. At the end of one year, the student file is placed in "closed" storage for a further six years.
6. At the end of the seven-year period, the full student file may be destroyed using a secure destruction method.

Procedure for Student Access to the Information on File

1. Students wishing to access the information in their student file must make the request in writing.
2. The Senior Educational Administrator will meet with the student to review the file and will provide copies of any document the student requests.
3. The student will pay \$0.25 per page for the documents copied for him/her.

Procedure for Authorizing Release of Information

1. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing.
2. The school will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

Attendance Policy

Attendance Policy

Name of Policy

January 3rd, 2011

Implementation Date

School Administrator

Position(s) Responsible

December 21st, 2020

Date of Last Revision

Policy Description

All students attending courses at Vancouver Animation Online School are required to attend classes regularly. Our Online Campus will register the attendance electronically once the student has signed up for the live class session.

Procedure

1. If the student must miss a class or be late, they are expected to contact their instructor or school by email or phone prior to the beginning of the class period and submit an excused absence form found in the student's dashboard. Each student is responsible for all information presented in class, all activities completed in class, and turning in all assignments on time. If the student is absent, it is their responsibility to learn the missed material by checking with other students. It is not possible to do well in this class without regular attendance.
2. The minimum mandatory attendance is 2 hours a week, which includes a 60-minute review class and a 60-minute live session with their instructor, for a total of 12 hours per month.
3. Students may not attend classes using mobile devices, such as cell phones or tablets. Students may not attend classes in a moving vehicle.
4. Web cameras must be on during the entire class, or the students will be considered absent.
5. Students may not leave a class early, or they are considered absent.

6. Following 3 absences in any course, the school will proceed to inform the student of the 3 absences. The student will be informed of the consequences of continued absences and discuss any difficulties they may be having with the scheduling.
7. Following 4 absences in any term, the school administration will email a letter informing that the student will fail the course and be placed on probation, unless a written appeal is delivered and approved by the school Senior Educational Administrator. It is the responsibility of the student to contact the school concerning the approval of the appeal.
8. In the case that the Online Campus is not accessible during Live Sessions due to technical reasons, the school will provide additional Live Sessions to compensate the missing hours.

Program Delivery

Distance Learning Program Delivery

	Jan 1, 2021
Policy Name	Implementation Date
Director, Head of Faculty, Administrator	March 11, 2023
Position(s) Responsible	Date of Last Revision

Policy Description:

VANAS offers online learning programs that provide access to high-quality education in a flexible and convenient format. The online learning programs are designed to meet the standards set by state licensors and accrediting agencies. The institution ensures that online programs provide substantive interaction, direct instruction, assessment, and feedback to students.

Purpose:

The purpose of this policy is to ensure that online learning programs at VANAS meets the standards set by state licensors and accrediting agencies. This policy establishes guidelines for substantive interaction, direct instruction, assessment, feedback, delivery systems, verification, and evaluation of online learning programs.

Procedures:

1. Substantive Interaction: Online courses at VANAS requires substantive interaction between instructors and students. The school must ensure that the courses provide opportunities for interaction in the form of online discussions, email communication, and other online tools.
2. Providing Direct Instruction: Online courses must provide direct instruction to students through various means, including video lectures, virtual classroom sessions, and other instructional materials. The school ensures that the instructional materials are of high quality and provide a high quality enriching learning experience that meets industry demands.
3. Assessing and/or Providing Feedback to Students Regarding their Course of Study: Online courses at VANAS includes assessments and feedback to students. Ensuring that assessments are designed to measure the achievement of learning objectives and provide feedback to students. The school also provides a clear and accessible system for students to view their progress, grades, and feedback.
4. Delivery Systems, Verification, and Evaluation: VANAS ensures that online programs are delivered through a reliable and secure delivery system. The school also verifies student identity and ensures that the student's work is original and not plagiarized. The institution evaluates the effectiveness of online programs regularly to ensure that they meet state licensure and accrediting agency standards.

5. **Technical Prerequisites:** VANAS provides technical support to students to ensure they have access to the necessary technology and software required to participate in online courses. The school also provides students with clear instructions on how to use the software and other online tools.
6. **Distance Learning Programs Must Meet State Licensure and Accrediting Agencies' Standards:** VANAS ensures that online programs meet the standards set by state licensure and accrediting agencies.
7. **Program Consistency and Equivalency:** VANAS ensures that online programs are consistent with traditional classroom-based programs in terms of content, learning outcomes, instructional quality, and workload.

Combined Programs Delivery

	Jan 1, 2021
Policy Name	Implementation Date
Director, Head of Faculty, Administrator	March 11, 2023
Position(s) Responsible	Date of Last Revision

Policy Description:

VANAS offers combined programs that involve a combination of online and on-site learning. The programs must comply with the established guidelines and standards set forth by the state licenser and accrediting agencies.

Purpose:

The purpose of offering combined programs is to provide students with flexibility in their learning experience. The combination of online and on-site learning allows students to balance their online studies with face to face learning activities such as group projects, visits to studios, movie theatre reviews, and conferences.

Procedures:

1. Program Development: The development of combined programs must follow the established guidelines for program development, review, and approval. The program must align with the institution's mission, program objectives, and state licensers and accreditation standards.
2. Curriculum Design: The curriculum for combined programs must be designed to provide a balanced approach to learning through online and on-site instruction. The program must offer opportunities for substantive interaction, direct instruction, and assessment of student learning outcomes.
3. Technical Prerequisites: The program must specify technical prerequisites required for the online portion of the program, including hardware and software requirements, internet connectivity, and technical support.
4. Verification and Evaluation: The program must include a system for verifying the identity of students participating in the online component and for evaluating student achievement in the program.
5. Program Consistency and Equivalency: The program must ensure consistency and equivalency of instruction between the online and on-site components of the program.
6. State Licenser and Accreditation Standards: The combined program must meet all accreditation standards, including those related to distance education.
7. Student Services: The program must provide students with access to appropriate academic and support services, including advising, tutoring, and library resources.

8. Faculty Support: Faculty members teaching in the program must receive appropriate support, training, and resources for delivering instruction through online and on-site methods.
9. Admissions: The admissions process for the combined program must be consistent with the institution's established policies and standards.
10. Enrollment: The enrollment process for the combined program must be managed in accordance with the institution's established policies and procedures. Students must be informed of any unique requirements or expectations associated with the program.

Tuition Refund Policy

Tuition Refund Policy

Name of Policy

January 3rd, 2011

Implementation Date

Senior Education Administrator

Position(s) Responsible

December 20th, 2024

Date of Last Revision

Policy Description

Vancouver Animation School understands that on certain occasions students may be unable to attend their program of study due to various personal situations.

Cancellation of Registration Before Class Begins

Students must notify the School in writing by certified mail, or submit written notification in person, via fax, or emails prior to the start of the class(es) for which the student has registered. Cancellation will be calculated from the day such notice of cancellation is postmarked, faxed, emailed or delivered in person.

Withdrawal from a Course

Students wishing to withdraw must notify the School in writing by certified mail, email or via fax, or submit written notification in person to the School. Withdrawal will be calculated from the date such notification is post-marked, faxed or submitted in person.

Leave of Absence

We recommend that the student's Leave of Absence coincide with the end of their current term, otherwise the student will lose credit for that term and will need to repeat the term when they return. Please refer to the Leave of Absence policy for further details.

- Students are allowed to take a maximum of two Leave of Absences during their program of study.
- A Leave of Absence fee will apply for each term to keep the student account on hold.

Movie Titles and Credits

Students withdrawing from a course are not entitled for movie/game/video title or credits when they have participated in optional special projects. If a student withdraws due to extraordinary, unforeseen circumstances, that student may petition the Policy Review Committee for credits. Such requests are granted at the committee's discretion, which is based on the documentation provided by the student.

Refund Policy

Students withdrawing from a course will receive refunds on tuition, less the registration fee and any other applicable fees, in accordance with the following schedule within 30 days of the receipt of the written notice of withdrawal. Refunds are calculated from the start date of each course until the date the written notice of withdrawal is post-marked, faxed, emailed or submitted in person. The refund is based on the number of classes which have been held, not the number of classes the student attended.

REFUND POLICY	
APPROVED PROGRAMS – IN-CLASS COMBINED DELIVERY or Synchronous Distance Delivery	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and unused aircraft utilization fees.
<ul style="list-style-type: none"> More than seven days after student signed the enrolment contract, and Before the program start date 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all programs)	
<ul style="list-style-type: none"> No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely asynchronous distance-education-only programs):	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 10% of tuition paid or payable under a contract.

<ul style="list-style-type: none"> After the program start date, and after more than 10% but before 30% of instruction hours have been provided. 	Institution may retain up to 30% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 30% but before 50% of instruction hours have been provided. 	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 50% of instruction hours have been provided. 	No refund due
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<ul style="list-style-type: none"> A student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition paid under a contract.
Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
APPROVED PROGRAMS – Solely Asynchronous Distance Delivery	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date 	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and aircraft utilization fees.
<ul style="list-style-type: none"> More than seven days after student signed the enrolment contract, and Before the program start date. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to only approved solely asynchronous distance-education-only programs):	

<ul style="list-style-type: none"> No later than seven days after the program start date 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<ul style="list-style-type: none"> Student has completed no more than 10% of the program 	Institution may retain up to 10% of tuition paid or payable under a contract.
Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
<ul style="list-style-type: none"> Student has completed no more than 10% but less than 30% of the program 	Institution may retain up to 30% of the tuition paid or payable under a contract.
<ul style="list-style-type: none"> Student has completed more than 30% but less than 50% of the program 	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> Student has completed 50% or more of the program 	No refund due
<p>Completed means the student has received an evaluation of their performance for the specified percentage of hours of instruction. Only hours of instruction for which the student received an evaluation should be included in the calculation of a tuition refund. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.</p>	
Approved Programs – All Delivery Methods	Refund Due
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees 	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Leave of Absence Policy

Leave of Absence Policy

Name of Policy

January 3rd, 2011

Implementation Date

School Administrator

Position(s) Responsible

December 30, 2020

Date of Last Revision

Policy Description

Acceptance by a student at Vancouver Animation School's offer of admission to the post-secondary programs implies full commitment to graduate and professional study. Such a commitment is in keeping with the school's admissions policy of timely completion of studies.

We recognize, however that circumstances may force students to interrupt their studies temporarily. Up to 2 terms Leave of Absence of the total program of study, may therefore be granted by Vancouver Animation School to students in good standing on the recommendation of the Senior Educational Administrator.

- Your Leave of Absence should be planned in advance to come at the end of a term in order to complete the program satisfactorily.
- Financial support will no longer apply to a student with an approved Leave of Absence (i.e. scholarships).
- Vancouver Animation School reserves the right to place a student on a Leave of Absence should circumstances require it.
- Under no circumstances will a student be eligible for more than two Leaves of Absence during a program of study.
- A Leave of Absence is considered the length of a term (3 months)
- If a student needs to take leave after the term has begun and before the term comes to an end, the term will be marked as incomplete and academic credit hours will not be awarded. Upon return, the current term must be repeated, and its corresponding tuition fees must be paid prior to the student's return. Tuition for the term in which leave was taken will not be pro-rated and must be paid in full before a student can continue.
- If Vancouver Animation School has heard nothing from a student by the time the period of official Leave of Absence has expired, it will assume that the student has resigned from the school and will terminate their enrolment automatically. A request to return will entail reapplying to Vancouver Animation School.

Procedure

1. Complete the Leave of Absence form.
2. Obtain the approval of the Senior Educational Administrator.
3. If the petition is approved, the student will be invoiced a Leave of Absence fee for each term they are on leave.
4. The student must be in communication with Vancouver Animation School at the end of the Leave of Absence prior to the beginning of the following term.

Late Assignment Submission Policy

Late Assignment Submission Policy

Name of Policy

June 10, 2017

Implementation Date

Head of Faculty

Position(s) Responsible

December 30, 2020

Date of Last Revision

Policy Description

Acceptance by a student at Vancouver Animation School's offer of admission to the post-secondary programs implies full commitment to graduate and professional study. Such a commitment is in keeping with the school's admissions policy of timely completion of studies.

We recognize, however that circumstances may cause students to be unable to meet deadlines. **Up to 3 Late Assignment Submissions** of the total program of study, may therefore be granted by Vancouver Animation School to students in good standing on the recommendation of the Senior Educational Administrator.

- Your Late Assignment Submission should be planned in advance in order to complete the program satisfactorily. However, Late Assignment Submission can be requested, for assignments that are less than 1 week overdue.
- Financial support will no longer apply to a student with an approved Late Assignment Submissions (i.e. scholarships).
- Under no circumstances will a student be eligible for more than 3 Late Assignment Submissions during a program of study.
- If a student fails to request a Late Assignment Submission before its due date, the assignment will be marked as Not Uploaded (N/U), equally a grade of 0% and academic credit hours will not be awarded.
- A grade of Not Uploaded (N/U) will be assigned for every week there is an assignment missing, on the assignment deadline posted on your scholarly calendar.
- If the current term does not have a passing grade, it must be repeated, and its corresponding tuition fees must be paid prior to the student's return. Tuition for the term will not be pro-rated and must be paid in full before a student can continue.
- If a Late Assignment Submission has been applied for and the assignment has not been submitted, the student will not be granted further Late Assignment Submissions.

Procedure

1. Student must complete the Late Assignment Submission form. This form is requested by the student from the school administrator.
2. Obtain the approval of the Senior Educational Administrator or Designated Authorizer

Change of Program Status Policy

Change of Program Status Policy

Name of Policy

January 3rd, 2011

Implementation Date

School Administrator

Position(s) Responsible

April 11, 2023

Date of Last Revision

Policy Description

Acceptance by a student at Vancouver Animation School's offer of admission to the post-secondary programs implies full commitment to graduate and professional study. Such a commitment is in keeping with the school's admissions policy of urging rapid completion of studies.

However, we recognize that circumstances may force students to switch programs of study. Up to two (2) Change(s) of Program (COP) are permitted and may be granted by VANAS to students in good standing on the recommendation of the Senior Educational Administrator.

- Your Change of Status should be planned in advance to come at the end of a term to complete the program satisfactorily.
- Financial support will no longer apply to a student with an approved Program Change (i.e. scholarships).
- Vancouver Animation School reserves the right to place a student on a Program Change should circumstances require it.
- Under no circumstances will a student be eligible for more than two (2) Program Change(s) during a program of study.
- It is not possible to take a Change of Status after the term has begun and before it ends.
- Students should check the Academic Calendar for available start dates before completing the COP form.

Procedure

1. Complete the [Change of Program request form](#)
2. Obtain the approval of the Senior Educational Administrator.
3. If the petition is approved, the student will be invoiced a Change of Program fee and will be required to complete a new application and sign a new contract.

List of Resources

List of Resources

Name of Policy

January 3rd, 2011

Implementation Date

Head of Faculty

Position(s) Responsible

December 30, 2020

Date of Last Revision

Policy Description

Vancouver Animation Online School is committed to providing resources to its students. The school maintains an open concept and community sense resources policy, where all students and former students have access to the online campus and alumni online campus. This has been founded with the vision to share information about the animation industry. Vancouver Animation Online School empowers the artists to empower their art.

Students

- Video Lectures available 24/7 for a period of 3 weeks
- Tools for workflow integration
- Library of Digital Content
- Recommended reading list
- Software Academic Discounts
- Guest speaker video lectures
- School Academic discounts

Former Students

- Access to Alumni Online Campus / Social Network
- Library of Digital Content
- School proprietary discounts

Copyright Policy

Copyright Policy

Name of Policy

January 3rd, 2011

Implementation Date

Senior Education Administrator

Position(s) Responsible

February 13th, 2013

Date of Last Revision

Policy Description

All material in this course including but not limited to program curricula, 3D characters, designs, logos, video lessons, lectures, educational videos, digital material in any form is, unless otherwise stated, the property of Vancouver Animation School. Copyright and other intellectual property laws protect these materials. Reproduction or retransmission of the materials, in whole or in part, in any manner, is a violation of copyright law.

Procedure

1. If Vancouver Animation School is notified of a credible claim of copyright infringement, or otherwise becomes aware of the facts and circumstances from which infringement is apparent, it will respond expeditiously by removing or disabling access to, the material that is potentially infringing.
2. Attempt to establish who truly owns the copyright (or other intellectual property) through consultation with the author of the school content and the party claiming ownership.
3. Determine if any disciplinary action is appropriate against the person who posted infringing content. In the case of repeated infringement or bad faith infringement, disciplinary sanctions may include termination of computer privileges. Violations of the above terms of agreement may result in suspension of computing privileges, disciplinary review, termination of employment, and/or legal action.
4. The School will promptly inform the computer account holder/user that the allegedly infringing material has been removed or access has been disabled.
5. Under appropriate circumstances, Vancouver Animation School may, with discretion, terminate the accounts of students who are repeat infringers.

Removal of official educational content, especially course materials, can be harmful to academic freedom, to teaching effectiveness, and to the university's educational mission. Therefore, faculty and staff are encouraged to secure copyright permission, or a license, or a legal basis for use of someone else's intellectual property without permission, before using the material.

Health and Safety Policy

Health and Safety Policy

Name of Policy

January 3rd, 2011

Implementation Date

All employees are responsible for administering this policy

Position(s) Responsible

December 30, 2020

Date of Last Revision

Policy Description

Vancouver Animation School is committed to providing a healthy and safe working and learning environment for all employees and students that may be visiting the office premises. The policy applies to all Vancouver Animation School employees and visiting students.

Procedure for Fire Safety

1. The Administrator ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected by a qualified inspector at least annually.
2. The Administrator ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
3. The designated institution Safety Officer is responsible for preparing and posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of a fire emergency, the Office Administrator will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.
5. The Administrator will advise all employees to evacuate the campus.
6. If there are any students visiting the facilities, the Administrator will escort them to the emergency exits. Once outside the building, the Administrator will check the students present and will immediately check if anyone is missing.
7. The Administrator will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Administrator will authorize school closure.
8. No student or employee will re-enter the facilities until the fire officials have authorized re-entry.

Procedure for Earthquake Safety

1. The Administrator ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
2. The Administrator ensures that all employees receive training in the school earthquake evacuation procedures.

3. The designated institution Safety Officer is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When it is deemed safe to do so, the Administrator will advise all employees to evacuate the campus.
6. If there are any students visiting the facilities, the administrator will escort them to the emergency exits. Once outside the building, the administrator will check the students present and will immediately check if anyone is missing.
7. The Administrator will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the Administrator will authorize school closure.
8. No student or employee will re-enter the campus until the rescue officials have authorized re-entry.

Program Specific Health and Safety Procedures:

1. Programs that use dangerous equipment or hazardous materials must observe health and safety precautions for the specific equipment and materials as outlined by Health Canada, Work Safe BC or by the equipment manufacturer.
2. The Administrator is responsible for ensuring that employees receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials.
3. Instructors in these programs are responsible for ensuring that students receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials before being allowed to operate or use these items during completion of the program of study.
4. Instructors in the program conduct weekly inspections of equipment to ensure that worn or damaged pieces are identified and replaced.
5. The Administrator arranges semi-annual inspections by an external specialized inspector of all equipment and facilities.

All inspections and their outcomes are documented, and the inspection report is retained in the Health and Safety CRM System.

Crisis Management Policy

Crisis Management Policy

Name of Policy

January 3rd, 2025

Implementation Date

Mario Pochat and Calvin Leduc

Position(s) Responsible

January 3rd, 2025

Date of Last Revision

Policy Description

Vancouver Animation School (VANAS) prioritizes the safety and well-being of its students, staff, and faculty during crises or critical incidents. This policy outlines procedures and resources for effectively managing emergencies, whether on campus or during online classes. It emphasizes prompt reporting, appropriate responses, and access to support services. The full policy is available on the institution's website.

Objective

Ensure international students, staff, faculty, and visitors know how to report a critical incident, and that international students in crisis or urgent situations receive timely, coordinated responses and support.

Procedure

1. Report the incident immediately to Mario Pochat or Calvin Leduc.
2. In the event of a campus crisis, follow the emergency response procedures detailed in the Crisis Management Plan.
3. Seek support services as needed, including medical care, mental health assistance, and substance abuse support.
4. Department Heads are responsible for documenting the incident, the response actions taken, and the outcomes. If no Department Head is available, an instructor will assume this responsibility.
5. Department Heads will also communicate with all affected parties, providing updates and sharing additional resources as necessary.

Crisis Management Plan

1. Any crisis occurring at VANAS offices or during an online class must be reported immediately to Department Heads Mario Pochat (mario@vanas.ca) and Calvin Leduc (calvin@vanas.ca) via telephone at 604-612-1171 or by email.
2. Department Heads will respond by contacting emergency services (police, fire, or ambulance) if required.
3. If no staff are on-site, students can contact emergency services directly through: <https://www.ecomm911.ca/>.
4. For crises involving drug or alcohol abuse, students can call the BC Alcohol and Drug Information and Referral Service at 1-800-663-1441 (or 604-660-9382 in the Lower Mainland) or visit: <https://www.bccsu.ca/>. Free naloxone kits, which can reverse opioid overdoses, are available at BC pharmacies.

5. For mental health support, students are encouraged to access services through Here2Talk:
<https://here2talk.ca/main>.

Ongoing

1. VANAS will review emergency contact lists regularly to ensure accuracy and accessibility.
2. Provide training sessions for students and staff on recognizing and responding to critical incidents.
3. Evaluate the effectiveness of the response during follow-up meetings and implement any necessary improvements.

Emergency Resources in Vancouver, BC

Emergency Services

Police, Fire, Ambulance: Call 911
Non-Emergency Police Line: 604-717-3321
BC Emergency Health Services: www.bcehs.ca

Health and Medical Emergencies

Poison Control Centre: 1-800-567-8911
Vancouver General Hospital (Emergency): 604-875-4111
Address: 899 W 12th Ave, Vancouver, BC
St. Paul's Hospital (Emergency): 604-682-2344
Address: 1081 Burrard St, Vancouver, BC
Urgent and Primary Care Centres: Locate a Centre

Mental Health and Crisis Support

Here2Talk (Support for students): here2talk.ca
Crisis Centre BC: Call 1-800-784-2433 or text 45645
Kids Help Phone: Call 1-800-668-6868 or text 686868
Vancouver Coastal Health Mental Health Services: 604-874-7307

Substance Use and Overdose Prevention

BC Alcohol and Drug Information and Referral Service: 1-800-663-1441 (604-660-9382 in the Lower Mainland)
Naloxone Kits (Opioid Overdose Reversal): Available for free at BC pharmacies.
BC Centre on Substance Use (BCCSU): www.bccsu.ca

Homelessness and Shelter

BC Housing Emergency Shelter Line: 1-800-663-7867
Covenant House Vancouver: 604-685-7474
Lookout Emergency Aid Society: 604-681-9126

Sexual Assault and Domestic Violence

Vancouver Rape Relief and Women's Shelter: 604-872-8212
Battered Women's Support Services (BWSS): 604-687-1867
VictimLink BC: 1-800-563-0808

Emergency Preparedness and General Information

E-Comm 911 (Emergency Communication): www.ecomm911.ca
City of Vancouver Emergency Services: Emergency Management
BC Emergency Preparedness: PreparedBC

Sexual Misconduct Policy

Sexual Misconduct Policy

Name of Policy

September 1, 2021

Implementation Date

All employees are responsible for administering this policy

Position(s) Responsible

August 11, 2021

Date of Last Revision

Policy Description

Vancouver Animation School takes all disclosures, complaints and reports of sexual misconduct seriously and will respond to them thoroughly and expeditiously, providing appropriate accommodations to the victim/survivor as needed.

Definitions:

Sexual Misconduct is defined as any of the following:

- Sexual Assault
- Sexual Exploitation
- Sexual Harassment
- Stalking
- Indecent Exposure
- Voyeurism
- The Distribution of a Sexually explicit photograph or video of a person to one or more persons, other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photo or video.
- The Attempt to Commit an Act of Sexual Misconduct
- The Threat to Commit an Act of Sexual Misconduct

A Disclosure or Complaint is when the victim/survivor chooses to tell someone at the institution of an incident of sexual misconduct in order to seek support but may not want to make a report to police.

A Report is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action. A report can be made by anyone, but not limited to the victim/survivor.

Policy:

1. A student making a complaint of sexual misconduct will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a report.
2. It is contrary to this policy for this institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.
3. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.

4. All information related to a Complaint or Report is confidential and will not be shared without the written consent of the parties, subject to the following exceptions:
 - If an individual is at imminent risk of severe or life-threatening self-harm
 - If an individual is at imminent risk of harming another
 - There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided
 - Where reporting is required by law
 - Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

Procedures:

1. The process for making a complaint of sexual misconduct involving a student is as follows:
 - a. A complaint can be made to the Head of Faculty, Calvin LeDuc (email calvin@vanas.ca, telephone 1-833-437-3872). If the Head of Faculty is absent or is named in a complaint, the complaint may be directed to the School Administrator, Erika Marin (email emarin@vanas.ca, telephone 1-888-677-8827).
 - b. The report must be in writing and will include a written statement describing the complaint.
2. The process for responding to a complaint of sexual misconduct involving a student is as follows:
 - a. The Head of Faculty, or the alternate, will meet with the student to discuss the concern and will provide support as needed, no later than 5 days after receiving the complaint.
 - b. The safety and security of the student is paramount and if accommodation is required, this will be undertaken.
 - c. The student will be provided with information, as needed, on emergency services for law enforcement, medical assistance, and mental health services.
3. The process for responding to a Report of sexual misconduct involving a student is as follows:
 - a. The Head of Faculty, or the alternate, responsible for responding to the report, will:
 - i. notify the person providing the report that a response to the report is in progress
 - ii. meet with the student, or the person making the report to offer support and to determine what actions, enquiries or investigations may be necessary.
 - b. If accommodations are required for the safety and security of the student, these will be implemented as much as possible. These may include:
 - i. Transfer of a student to a different class
 - ii. Rescheduling, deferral of assignments or tests
 - iii. If the alleged perpetrator or the victim/survivor is an employee, administrative leave or work from home or other interim measures may be taken during an investigation.
 - c. Except in circumstances where there is a serious safety risk to others, and/or the school has a legal obligation to act, the victim/survivor will be the one to determine what, if any, police reporting actions to pursue.
 - d. Any investigations will be conducted with sensitivity and discretion. The school is not mandated to make criminal investigations; however, it does have the responsibility to ensure a safe environment, regardless of whether a criminal investigation is undertaken.
 - e. The person making the report may withdraw the report, but the school may continue to act on the matter if it is deemed necessary to protect students.

- f. Depending upon the nature of the report, if it is determined that a third party or outside agent should conduct an investigation, this will be arranged as quickly as possible.
 - g. A written Response to the Report will be provided to the student within 30 days of receipt of the written complaint.
 - h. The school will implement any actions or corrective measures recommended in the Response to the Report.
4. Reconsideration of the Response, if necessary, will be made by the Senior Education Administrator (SEA), Mario Pochat, mario@vanas.ca or telephone at 604-612-1171.

Resources:

24 Hour Crisis and Information Line: 604-255-6344

WAVAW Rape Crisis Centre: WAVAW Connect text: 604-245-2425

VictimLinkBC is a toll-free, confidential, multilingual 24 hours a day, 7 days a week service and can be accessed by calling or texting 1-800-563-0808 or sending an email to VictimLinkBC@bc211.ca. It provides information and referral services to all victims of crime and immediate crisis support to victims of family and sexual violence.

COVID-19 Safety Policy

COVID-19 Safety Policy

Name of Policy

March 3rd, 2020

Implementation Date

All employees are responsible for administering this policy

Position(s) Responsible

November 6th, 2023

Date of Last Revision

Policy Description

Vancouver Animation School is committed to providing a COVID-19 safe working and learning environment for all employees and students that may be visiting the office premises. The policy applies to all Vancouver Animation School employees and visiting students.

Guidelines for the prevention of the spread of Corona Virus Disease (COVID-19)

1. Masks/face covers are no longer mandatory.
2. Adequate space of 2m (6 feet) is enforced between students, teachers and office staff.
3. Tables/desks are assigned with adequate space of 2m (6 feet).
4. Tables/desks are to be disinfected before and after use, by the user.
5. If any student or staff feels sick, they will be advised to return home and take a Covid test.
6. Sanitizer and disinfecting wipes are placed thru out the area and is readily available.
7. All students in the Combined program are not required to provide proof they have been vaccinated.

COVID-19 Outbreak

COVID-19 Outbreak Policy

Name of Policy

March 3rd, 2020

Implementation Date

School administrator, all employees are responsible for administering this policy

Position(s) Responsible

March 13, 2021

Date of Last Revision

Policy Description

Vancouver Animation School is committed to providing a COVID-19 safe working and learning environment for all employees and students that may be visiting the office premises. This policy applies in the event of an outbreak and to meet the requirements of local and provincial public health guidelines.

Procedures:

1. Issue a communication advising our community that there has been an outbreak at our school. Our communication system automatically sends emails to all our enrolled students, teachers and staff.
2. The onsite support classes will be transitioned online.
3. The office will immediately close its doors.
4. Staff will be transitioned to remote work.
5. The office will hire outside parties for professional cleaning and disinfecting in compliance with COVID-19 exposure control and cleaning protocols.
6. The staff will be advised to contact their local COVID testing centre requesting guidance. If necessary, the COVID-19 testing center will ask the staff member to take the COVID-19 test. If not necessary, the staff will be asked to self-monitor for a duration determined by the local health authorities.
7. The school will follow to implement any guidance given by the local health authorities.
8. Daily communications will be sent to our students, teachers and staff.
9. Update our website COVID-19 resources with any additional information.
10. The timeline to resume onsite operations will be determined by the local health authorities.

Procedure in the event of a confirmed COVID-19 case at VANAS premises

1. Determine if a student, teacher or staff attending onsite, is a confirmed case of COVID-19 through testing or investigation.
2. The local health authority will initiate [contact tracing](#) to determine the source of the infection.
3. If there is a potential exposure at the offices, the health authority will work with VANAS administration to determine the actions that should be taken.
4. If there is no potential exposure at the offices, the health authority will not notify the VANAS administration.

Procedure in the event of compliance issues

If you believe there is a compliance issue during a quarantine, our school administrator must notify the health authorities.

1. Identify the individual(s) not complying
2. Gather information to support the case of non-compliance
3. Inform our school administrator, or any of our staff members via email or phone
4. Contact the local health authority via phone or email to provide them with the non-compliance information.

Burnaby:

To report a business that is not in compliance with current provincial health orders, please email covid19@burnaby.ca

BC Centre for Disease Control

For health questions or concerns, please contact your family doctor, a public health service or the HealthLinkBC helpline (dial: 8-1-1).

Is it an emergency?

If you or someone in your care has chest pains, difficulty breathing, or severe bleeding, it could be a life-threatening emergency. Call 9-1-1 or the local emergency number immediately.

Procedures for Self-isolation and additional safety measures

1. The local health authority will notify the individual(s) who had direct contact with a confirmed COVID-19 case.
2. The local health authority will determine if there is a need to self-isolate.
3. If the individual(s) need to self-isolate, the local health authority will ensure they have access to health care providers.
4. Students, faculty and staff are required to self-isolate if directed by the local health authority.
5. Other individuals who were not identified as close contacts may still be directed by the local health authorities to self-monitor for any symptoms.

Guidelines for COVID-19 testing and reducing stigma (Government of Canada)

Stigma and discrimination are known barriers that prevent people from getting tested or accessing the care, treatment and support they need. People who have experienced stigma and discrimination throughout their life (e.g., racialized groups, people with mental illness or disability, members of LGBTQ2IA+ communities) may not have access to protective resources during a pandemic, like a safe home to isolate or quarantine when ill, which may introduce additional challenges.

Stigma and discrimination can be dangerous and harmful to individuals and communities by:

- Exposing people to high levels of guilt and stress
- Disempowering people who cannot control their living, working, or social circumstances
- Creating divisions within communities
- Causing people to delay or avoid health services and contacting health authorities
- Making it harder to monitor, stop or slow outbreaks
- Discouraging people from being tested or quarantined
- Making it harder to trace and notify people who may have come into contact with COVID-19 (contact tracing)

We can all do our part to reduce stigma around COVID-19. Even people without symptoms can test positive for COVID-19. This includes people who have not yet developed symptoms (pre-symptomatic) and may never develop symptoms (asymptomatic). That is why it is important to:

- Show support, kindness and empathy to those who have, or are tested for, COVID-19
- Take care of your mental and physical health f protect yourself and those around you
- Choose your words carefully

SAY	INSTEAD OF...
COVID-19; Coronavirus	The virus from Asia/China/ Wuhan
People who may have COVID-19	Suspected cases of COVID-19
People who have COVID-19; People being treated for COVID-19	COVID-19 cases or victims

Mental Health Resource:

[Here2talk.ca](https://here2talk.ca)

Here2Talk connects students with mental health support when they need it. Through this program, all students currently registered in a B.C. post-secondary institution have access to free, confidential counselling and community referral services, conveniently available 24/7 via app, phone and web.

International Students travelling during COVID-19 Policy

International Students travelling during COVID-19 Policy

Name of Policy

Dec 3rd, 2020

Implementation Date

Admission Advisors, School Administrator, Head of Faculty

Position(s) Responsible

November 6th, 2023

Date of Last Revision

Policy Description

Vancouver Animation School is committed to providing a COVID-19 safe working and learning environment for all employees and students that may be visiting the office premises. The policy applies to all Vancouver Animation School employees and visiting students.

Procedures to communicate to students in advance of their travel to Canada.

1. Communicate within 48 hours after students accepting our offer of admission and paid their corresponding fees, including confirmation deposit, program fees and application fees.
2. Identify international students who are enrolled in our combined programs.
3. Communicate with them via email with written information on Canada's COVID-19 protocol.
4. Ask them to confirm the receipt of the email.
5. Ask them to confirm they understand the content of the email.
6. If not confirmed, a follow up via telephone should be made to ensure they are receiving the information via their email.
7. If they don't have access to their email, explain to them they are required to adhere to the order of the quarantine act of Canada.
8. Ask them to confirm they understand the purpose of this requirement
9. Either by email or by phone, ensure the students understand the use of the [ArriveCAN](#) app and the [BC Covid-19 App](#).
10. Guidelines are posted below to be sent via email or explained over the phone

International Students Guidelines for COVID-19 (Government of Canada)

The following is an excerpt of the regulations imposed by the government of Canada, for an exhaustive list, please visit:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html>

Travel exemptions and restrictions for international students

To be able to enter Canada as a student, you **must**

- have a valid study permit or a letter of introduction that shows you were approved for a study permit
- be attending a designated learning institution (DLI) with a COVID-19 readiness plan approved by its province or territory

Who can study in Canada as a family member

You can come to Canada as a family member to study if

- you meet the requirements to reunite with a family member in Canada **and**
- you have a valid study permit or a letter of introduction that shows you're approved for a study permit **and**
- you have a written authorization from IRCC to travel to Canada

If you cross the border into Canada regularly for school

You're exempt from the COVID-19 mandatory requirements if

- you have a study permit, and
- you live in the United States and cross the border daily or regularly to attend your classes in British Columbia

While in Canada, you must

- wear a mask in any public setting where you can't maintain physical distancing
- follow all public health guidelines for the municipality and province or territory in which you study

If someone will be driving you to and from your DLI

They're also exempt from the mandatory requirements as long as

- they only leave their vehicle to escort you to and from your school

When you arrive in Canada

A border services officer (BSO) will make the final decision on whether you're eligible to enter Canada when you arrive. When the border services officer greets you, they consider

- your reason for travelling to Canada
- Prepare for arrival testing if selected
- have no signs or symptoms of COVID-19
- your ability to comply with all the mandatory COVID-19 requirements, unless you're exempt
- proof that you have enough money to support yourself and any family members who come with you to Canada
- whether you've completed an immigration medical examination if required and the results are still valid
- the timing of your arrival
 - If you arrive too early, you may be refused entry by the BSO.

Contact the Border Information Service **before you travel** if you have questions about travelling to Canada.

Complying with the Quarantine Act

It's an offence under the Quarantine Act to:

- violate any instructions provided to you when you entered Canada
- fail to provide accurate information

An offence could lead to any or all of the following:

- tickets of up to \$3,000
- admission into a federal designated quarantine facility
- 6 months in prison
- a maximum of \$750,000 in fines

Combined Classroom Usage Policy

Combined Classroom Usage Policy

Name of Policy

October 8, 2024

Implementation Date

All employees are responsible for administering this policy

Position(s) Responsible

October 8, 2024

Date of Last Revision

Policy Description

The Combined Classroom Usage Policy is designed to create a safe, productive, and respectful environment for students to engage in academic and social activities. This policy outlines the rules and expectations for utilizing the classroom space, ensuring that it remains a conducive setting for study and collaboration among enrolled students.

Guidelines

1. Eligibility: Only currently enrolled students are permitted to use the classroom space.
2. No Guests: Guests, including friends, family members, and pets, are not allowed in the classroom.
3. Code of Conduct: All users must adhere to the institution's code of conduct at all times.
4. Food and Drink Restrictions: Open drinks are not permitted in the classroom to maintain cleanliness and prevent spills.
5. Prohibited Substances: The use of drugs and alcohol is strictly forbidden in the classroom.
6. Equipment Responsibility: Students are required to bring their own equipment and charging cords for personal use.
7. Access Hours: The classroom is available for use during the day of class, from 9 AM to 5 PM Pacific Time, for the purpose of study and/or socializing.

By following these guidelines, students can help foster a positive and productive classroom environment.

Working Alone Policy

Working Alone Policy

Name of Policy

March 13, 2021

Implementation Date

All employees are responsible for administering this policy

Position(s) Responsible

March 13, 2021

Date of Last Revision

Policy Description

Staff, teachers and students may find themselves working alone. In these situations, a safe communication procedure must be in place.

In case of an emergency please call 911.

Procedure

1. Make sure your communication channels are functioning. These could be your phone, email, texts, internet, etc.
2. Let other people you trust know that you will be working alone, and your preferred method of contact.
3. Have them contact you frequently to check that you are well.
4. If working after hours at the VANAS premises, you can use the inner door lock to prevent unwanted visitors.
5. If working at night, avoid going out on the street, parking lot, or even doing mundane tasks like taking the garbage out.
6. When you are done with your work and you are ready to leave the VANAS premises, please double check the exteriors surroundings before you go out. Make sure you are safe to go to your transportation.
7. Let people you trust that you are done working and are leaving the VANAS premises. Make sure you let them know where you are heading to, this could be your home, or a restaurant, etc.

In case of an emergency, call 911.

Graduation Policy

Graduation Policy

Name of Policy

January 3rd, 2011

Implementation Date

School Administrator

Position(s) Responsible

April 21, 2017

Date of Last Revision

Policy Description

Vancouver Animation Online School is committed to graduating students who meet all its program graduation criteria. The school maintains a graduation policy founded with the vision to prepare all students to be a part of the digital media industry.

Procedure

1. Students are given assignments based on their program of study. Students will need to submit their assignments for review according to the deadlines provided in the schedule.
2. Teachers will review each assignment submitted and grade accordingly. Grades use the Canadian Grading Scale.
3. Grades will be recorded on the system and can be seen in the student account.
4. At the end of the term, an average grade will be calculated based on each assignment grade.
5. An assignment must obtain a minimum letter B- (73%) to be considered a successful pass.
6. If a GPA of B- (73%) is not met, the student will be advised that they will not be able to advance to the following term.
7. If the student successfully meets the grading criteria, they will be able to move forward to the following term.
8. At the end of the program, students meeting the grading criteria will be able to successfully graduate in their program.