



## MATAWA POST-SECONDARY PROGRAM

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**Should you require a copy of the MPS Policy, please contact the MPS Office**

### STUDENT RIGHTS

**Each student has the right:**

- To the privacy of information
- To be informed of Post-Secondary Student Support Program Policies and Procedures
- To be treated respectfully by MPS staff
- To discuss extenuating academic circumstances without fear of reprisal
- To have any post-secondary issues resolved in a fair, equitable, and timely manner
- To file a complaint or appeal without fear of reprisal

### STUDENT RESPONSIBILITIES

**It is the student's responsibility:**

- To be informed of MPS policies, changes, and procedures
- To comply with MPS policies and procedures
- To treat program staff, faculty staff and students with respect
- To provide program/course documentation on schedule throughout the academic year. This includes Semester Timetables, Mid-Term Marks, Final Grades and Transcripts.
- To complete all course work on schedule as assigned by the Post-Secondary Institution
- To attend all required classes and tutorials
- To arrive on time for class and remain for the duration of the lesson/tutorial
- To ensure submitted information is correct and accurate (i.e., tuition costs, residence fees)
- **To maintain a minimum 2.0 Grade Point Average (GPA)**
- To contact the MPS Office and check in once every two weeks via phone, email, text, voicemail
  - **Failure to check in as per requirements may result in a hold on funding**
- To consult with MPS staff prior to withdrawal from a course/program
- To keep MPS staff informed of any changes to: bank information, email address, mailing address, contact number
- To not enter the Matawa Education Department building under the influence of alcohol/illicit drugs
- To promptly communicate immediate issues or concerns with MPS staff, to allow for appropriate time to respond and address

I, \_\_\_\_\_ (print name) have read and understand my rights and responsibilities as a sponsored student with Matawa Post-Secondary.

\_\_\_\_\_  
**Student Signature**

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

\_\_\_\_\_  
**MPS Coordinator/Counselor/Staff Signature**

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