



Northlands College Policy Provincial Training Allowance

POLICY STATEMENT

Northlands College will assist adult basic education students to access the Provincial Training Allowance (PTA) in order to support their career and/or academic goals.

GUIDELINES

1. Northlands College will accept applications for the Provincial Training Allowance according to PTA regulations.
2. Northlands College student attendance policy will set the standard for student attendance.
3. PTA is intended to support students taking eligible courses that support an established and approved career plan.

PROCEDURES

1. Students attending classes of 20 hours or more per week are eligible to apply for the Provincial Training Allowance. For adult 10 and adult 12 programs, 20 hours will be based on 20 hours of instructor contact time, including a maximum of two supervised study periods per day (minimum three classes per day).
2. If a student comes back into the system for a course they have already completed, they must be referred to the Student Services Coordinator for assessment and development of a career plan.
3. Should a student's cumulative attendance drop below 90%, or should a student be in violation of any other Northlands College student-related policies, the progressive discipline approach will be initiated, with the following affects to PTA eligibility:

Step 1: The student is issued a verbal warning by the instructor; PTA unaffected.

Step 2: The student is issued a written warning by the instructor; PTA unaffected.

Step 3: The student is placed on probation; PTA unaffected.

Step 4: The student is discontinued from the program; the province will be notified by Student Services to cancel PTA payments.

4. Upon discontinuation from a program, a student is not eligible to receive PTA pending the outcome of an appeal.

Policy Originated: October 1999	Approved by: President & CEO
Last Approved: January 2018	Signature: 