

## ***Apprenticeship Manitoba Tuition Policy:***

Tuition is the apprentice's personal contribution toward the cost of their technical training; the fee is indicated in the Apprenticeship and Trades Qualification Fees Regulation (MR 161/2001).

Tuition is non-refundable unless the apprentice is unable to attend class due to one or more of the following circumstances:

1. An illness or other medical circumstance, limited to the client, spouse and/or child; or
2. The death of a family member; or
3. Cancellation or reschedule of the course by Apprenticeship Manitoba.

Circumstances 1 and 2 above must be substantiated with medical documentation or an obituary notice, as applicable, and must be submitted to the Registrar. Medical documentation will be securely filed in the Registrar's Office. Under no circumstances will tuition be transferred between clients, even if they are employed by the same employer.

## **Technical Training Overpayment (Arrears) Status Policy:**

Overpayment Status is when an apprentice must repay to the Provincial or Federal government the funds paid to the college, as well as living and support costs (if assessed), for his or her technical training following the apprentice's termination, removal from technical training, or failure to report to and attend technical training.

Apprentices who are in overpayment status and in the process of repaying seat/other costs will not be registered for, and cannot attend, the next level of technical training until the overpayment (arrears) status has been cleared (ex: paid in full).

## ***Technical Training Attendance Policy:***

Apprentices are required to attend technical training classes each day that classes are held. An apprentice who is absent more than seven (7) hours of classroom time must be reported by the training provider to Apprenticeship Manitoba.

Lateness is considered a form of absenteeism. Habitual lateness may result in termination. A maximum of two days of excused absence is permitted due to illness or crisis. Unexcused absences may result in removal from technical training, and may result in remitting payment for both your personal tuition contribution and the tuition fees paid on your behalf by the Province of Manitoba (up to \$13,000).

## **Technical Training Code of Conduct**

### Conduct Subject to Disciplinary Actions:

The safe and orderly operation and delivery of apprenticeship technical training requires that apprentices conduct themselves in a mature and responsible manner while attending technical training. Such conduct is expected to apply to all locations operated by apprenticeship training providers. Apprentice conduct and/or behaviour, as described below, will be subject to disciplinary action.

- a) Unexcused absences from technical training as stated in the Attendance Policy.
- b) Any form of dishonesty including fraud, deceit, and academic dishonesty.
- c) The subjecting of any person(s) to indignity, injury, threat of violence or degradation.
- d) Disturbing, disrupting or otherwise interfering with technical training activities (lectures, shop/practical exercises, studies) of fellow apprentices and training provider staff.
- e) Obnoxious behaviour such as using abusive or vulgar language, gestures and the like.
- f) The deliberate damaging of facilities or unauthorized use/removal of property belonging to the training provider.
- g) The theft or wilful damage to personal effects and property of apprentices or staff.
- h) Neglecting Workplace Safety and Health procedures or practices, or the intentional creation of safety hazards.
- i) Bringing alcoholic beverages, illicit drugs, and/or intoxicants onto the premises of the training provider for personal use or for use by others.

## **Serious Misconduct**

Some examples of misconduct that could result in the immediate removal from training or termination of an Apprenticeship Agreement are as follows:

- a) Assault - the actual or attempted violent physical or verbal attack on another apprentice or staff of the training provider.
- b) Vandalism - the wilful, malicious destruction or defacement of public or private property of the training provider, staff or apprentices.
- c) Theft - the unlawful taking of property of the training provider, staff or apprentices.
- d) Obscenity - the uttering of offensive or vulgar language, including obscene gestures.

## ***Types of Disciplinary Actions***

Normally, disciplinary actions will progress in the sequence as outlined below. However, serious breaches of conduct will result in immediate removal from technical training or the termination of an Apprenticeship Agreement.

### **Reprimand:**

Is an action that officially recognizes a violation of good conduct and advises the offender to avoid future infractions. The initial reprimand will be verbal and issued by an Apprenticeship Training Coordinator. A written reprimand will follow if the apprentice fails to comply with the directions of the verbal reprimand.

### **Removal:**

Is an action that excludes the apprentice from the current offering of technical training. Removal from technical training is done by an Apprenticeship Training Coordinator or the Apprenticeship Registrar. Removal from technical training may be done immediately and directly by the training provider if the safety of the training provider's staff or other apprentices are in danger.

### **Cancellation:**

Is an action that prevents the apprentice from continuing with their apprenticeship program. Apprenticeship Manitoba's Director of Apprenticeship Services, with recommendation and documentation provided by an Apprenticeship Training Coordinator or the Apprenticeship Registrar, will cancel an apprentice's Agreement. Depending on the severity of the misconduct the offender, at the decision of the Executive Director of Apprenticeship Manitoba, be permanently prevented from registering another Apprenticeship Agreement with Apprenticeship Manitoba.