



NIPAWIN BIBLE COLLEGE

International Student Handbook

Box 1986 Nipawin SK Canada S0E 1E0

1-306-862-5095

www.nipawin.org

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International Student Advisory Team

Our International Student Advisory Team is comprised of:

Jordan Bergen - Academic Dean - jbergen@nipawin.org (*International Student Advisor*)
Bradly Lytle - Dean of Student Life - bradly@nipawin.org

Ph. 1-306-862-5095

Office Hours: Monday - Friday 8:15 am-12:00 am; 1:00 pm-5:00 pm

**Offices are located upstairs in the Art Lindsey Education Centre*

Services and Support

Accommodations

Nipawin Bible College generally expects that all students will be residents. For single students, there is one dorm for females and one for males. Each is similarly equipped with 17 rooms with up to two students in each room. They each have two fully equipped bathrooms with showers, as well as a common area equipped with a fridge. You only need to provide bedding, towels, and personal items. There are laundry facilities in each dorm. Dorm students pay room and board to the college over and above tuition costs, which covers their room rental and all their meals in the dining hall.

We additionally have a couple of married or mature student rental units on campus as well. Those are typically reserved and given on a first come/first serve basis. Rental units could vary between 1 to 3 bedrooms, depending on the year and what's available. All units have their own bathrooms, kitchens, living spaces, etc. Married or mature students pay a monthly rent to the college over and above tuition costs, but are responsible for their own groceries and meals in their unit.

Students indicate their housing preference when applying to NBC. Options are listed on the application form. It is expected that single students will be dorm students, unless extenuating circumstances exist (i.e. mature student, health issues). Married students or mature single students who prefer on-campus rental housing will be in contact with:

Steven Friesen (Director of Operations): 1-306-862-5095 or steven@nipawin.org

Students who require off-campus housing can find assistance from:

Nipawin Housing Authority
233 Centre St, Nipawin, SK S0E 1E0 (306) 862-5003
<https://nipawinhousing.ca/>

Health Supports

- International students will need to apply for and acquire a Saskatchewan Health Card. This can be done by visiting:
 - <https://www.ehealthsask.ca/residents/health-cards/Pages/Apply-for-a-Health-Card.aspx>
- Kelsey Trail Health Region facilitates the health needs of the Nipawin community. A list of Community Services is available at:
 - <https://www.kelseytrailhealth.ca/Publications/Brochures/Documents/Nipawin%20Community%20Services%20Directory.pdf>
- The Town of Nipawin has a health clinic and a full hospital for medical appointments and emergencies. Hospital information can be found here <https://www.kelseytrailhealth.ca/Facilities/Nipawin/Pages/default.aspx> and the clinics are:
 - Nipawin Hospital - (306) 862-6100
800 - 6th Street East, Nipawin, SK S0E 1E0
 - Nipawin Medi-Clinic - (306) 862-4626
 - 800 - 6th Street E, Nipawin, SK S0E 1E0
 - Additional Health Care Providers - <http://www.nipawin.com/health-care.cfm>

Mental Health Supports

Nipawin Bible College does not employ any professional counselling or mental health staff. If a student experiences mental health issues they will be referred to an external mental health professional. The options available include:

- Nipawin Mental Health and Addiction Services (Located in Nipawin Hospital - 800 6 St E, Nipawin, SK S0E 1E0) - (306) 862-9822

Academic and Life Skills Counselling

All NBC students are supported in both an academic and life skills area in a variety of ways:

- All students are required to participate in an academic orientation at the beginning of the school year. This orientation includes:
 - Syllabus introduction, time management and assignment scheduling.
 - How to read a book and complete a book critique.
 - How to write a research paper (organization, thesis statements, format, grammar, citations).
 - Library orientation (books, journals and on-line resources).
 - Tutoring access information.
 - NBC employs a Dean of Students, a Dean of Men, and a Dean of Women, who are committed with care and oversight of student life

- NBC employs a Dean of Academics (currently Dr. Paul Smith) to facilitate the academics of the college. One of the primary responsibilities is to monitor student academic progress.
- NBC often employs a tutor to provide service and assistance to all students. Details and scheduled tutoring times are determined each fall.
- The NBC Student Handbook provides further information regarding Academic and Student Life issues.

NBC does not employ a Life Skills coach however the International Student Advisor is able to help students with access to life skills such as filing taxes and driving. The town of Nipawin has a full range of services including an SGI broker, tax filing businesses, and a regional college.

Some helpful resources include:

- Nipawin & District Chamber of Commerce - 306-862-5252
214 Railway Ave E, Nipawin, SK S0E 1E0
- <https://nipawinchamber.ca/>
- Town Of Nipawin Office - 306-862-9866
210 2 Ave E, Nipawin, SK S0E 1E0
- <http://www.nipawin.com/>
- Nipawin Service Centre (Social Services) - 306-862-1700
210 1st Street E, Nipawin, SK S0E 1E0
- Proven Insurance (SGI) - 306-862-4116
114 1 Ave W, Nipawin, SK S0E 1E0
- H & R Block - 306-862-4545
212 Railway Ave E, Nipawin, SK S0E 1E0
- Cumberland Regional College 306-862-9833
503 2 St E, Nipawin, SK S0E 1E0
- <https://www.cumberlandcollege.sk.ca/index.php?id=29>

Community Connections

NBC works hard to connect our students with the surrounding community. Students are required to attend a local church service on Sundays. Community events can be posted in the Education Centre bulletin board along with a calendar outlining events occurring on and off campus.

There is a local website (<http://www.nipawin.com>) as well as a Chamber of Commerce available to help international students integrate into the community.

The Government of Saskatchewan has established the Northeast Newcomer Services. This is available to help students, and others, who are transitioning to this area of the country and province.

- Northeast Newcomer Services - 306-873-2692
#2-1102 100th 99th Street (behind the Royal Bank) Tisdale, SK S0E 1T0
Hours of Operation Monday to Friday: 8:00am - 4:30pm
info@northeastnewcomerservices.com

<https://www.northeastnewcomerservices.com/>

- 211 Saskatchewan
This free, 24/7 service connects those who are new to Canada to services and supports in our community. See: <https://sk.211.ca/services/northeast-newcomer-services/settlement-services/>
- English Classes are also available through Cumberland College, Tisdale Campus. <https://www.cumberlandcollege.sk.ca/index.php?id=19>

Citizenship and Immigration Canada Study Information (Federal Requirements)

For international study information please refer to both the Saskatchewan Government website at:

- <https://www.saskatchewan.ca/residents/education-and-learning/international-education/study/study-permits>

as well as the Canadian Government website:

- <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>
 - <http://www.cic.gc.ca/english/study/study.asp>

To check whether or not a student is eligible to apply as an International Student:

- <https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html>

Harassment, Discrimination Prevention and Conflict Resolution Services

Student Life is responsible for the care and well-being of students. In the event of a student needing support in the areas of harassment, discrimination prevention, and conflict resolution NBC has policies regarding sexual harassment (Appendix C), conflict resolution (Appendix D), and discrimination (Appendix E).

International Student Abuse Response Coordinator:

Mr. Doug Harkness (campus chaplain).....705-341-3995

Student Advocates

NBC Student Council is available to advocate on behalf of international students. The Chair of the council changes each year. The dean of student life (Bradly Lytle - bradly@nipawin.org) is the NBC Staff Liaison for Student Council.

Policies and Process

Applications for Nipawin Bible College are available on-line at <https://nipawin.org/admissions/application-information/>. Here they will find all of the steps to becoming an NBC student. Be sure to note that there is a separate application form for international students.

Tuition Refund Policy (from pg. 30 Student Handbook)

If a student leaves NBC part way through a semester, they will be refunded the unused portion of the room rental and food services charges for the months *following* the one they are in. For example, if a student leaves on November 10th, they will be refunded December's fees.

Tuition will be refunded based on the calendar days since the start of the semester, counted as follows:

Before the end of the first week of classes - 90%

Before the end of the second week of classes - 70%

No tuition will be refunded after the second week of classes.

This is published on our website at <http://nipawin.org/admissions/finances/>.

Foreign Credential Recognition

Should an international student submit any foreign credentials or transcripts to Nipawin Bible College there will be an internal review completed. This review will be done by the Education Administration team which is comprised of the Academic Dean and two current faculty members.

The overriding philosophy will be fairness, clarity and transparency. Factors such as institution, course level, instructor and grade will be considered.

Should the Coordinator not be able to establish the accreditation of the post-secondary institution, an external assessment will be requested. This service is provided through the Government of Saskatchewan's agreement with IQAS in Edmonton:

- <https://www.workglobalcanada.com/study-in-canada/canadian-foreign-credential-assessment-services/>
 - <https://www.alberta.ca/international-qualifications-assessment.aspx>

IQAS will assess transcripts and send NBC a report on the findings. There is no fee to the student.

If the original transcripts are not in English, NBC will require that they be translated. These should accompany the application package. Any transcripts for evaluation should be sent to Nipawin Bible College c/o International Student Advisor.

Language Proficiency Requirement

Since NBC's purpose is primarily Biblical training and discipleship, it can be understood that teaching English is, at best, a secondary purpose. All international students are required to be full-time students. Students who wish to study at NBC, but who speak English as a second or additional language, will be asked to submit a score from a standard test taken within the 12 months prior to their first day of classes.

Requirements:

A minimum score in any of the following tests:

- IELTS 6.5
- TOEFL iBT (internet-based) 79
- Duolingo 120-125
- PTE-A (overall) 60

International students need to be able to communicate well enough in English to be able to learn and grow through their coursework. We need to ensure that they are stretched, but not beyond their limits. Although NBC cannot control applicants' reasons for coming, those who would come to live at NBC with the primary purpose of improving their English should be required to carry a course load equal to that of others at their level of English proficiency.

Factors that Constitute a Student's Good Standing

The NBC Student Handbook outlines all of the policies regarding a student's good standing. The Handbook is available to all students at <https://nipawin.org/current-students/> and <https://nipawin.org/preparing-for-arrival/>. It contains the following policy information:

- Appeal Process (*under the heading of "Grading and Transcripts"*)
- Attendance Policy (*under the heading of "Class Conduct and Attendance"*)
- Grading Policy (*under the heading of "Grading and Transcripts"*)
- Evaluation Criteria Policies (*see "Academic Information" portion of the handbook*)
- Academic Dishonesty Policy (*under the heading of "Academic Integrity"*)
- Process of Student Dismissal (*under the headings of "Personal Probation" & "Academic Probation"*)

All other policies that pertain to student expectations and protocols can be found in each year's copy of the NBC Student Handbook.

Academic Dispute Resolution

See section entitled "Grading and Transcripts" in the NBC Student Handbook.

Student Withdrawal

See section entitled "Class Conduct and Attendance" in the NBC Student Handbook.

Health Insurance

All international students are required to register for, and provide proof of health insurance coverage. NBC does not offer health insurance packages. Students will either need to purchase private health insurance and/or see if they qualify for basic coverage through the province of Saskatchewan. To check for eligibility, and to apply for a Saskatchewan Health Card, go to: <https://www.ehealthsask.ca/residents/health-cards/Pages/Eligibility-for-Health-Benefits.aspx#students>.

In regards to a Saskatchewan Health Card, students will be responsible for any health care fees that arise while they wait for their health card, and all supplementary or prescription drug fees that are not covered by their health card.

The OmbudService for Life & Health Insurance provides an online public service tool, listing a variety of private insurance programs offered for students:

https://olhi.ca/insurance/find-insurance-products/?insurance_type=student&lang=en

Scholarship Application

There are no specific scholarships directed towards international students. All students, including International students, are eligible to apply for the same scholarships as any other student. These are available at <http://nipawin.org/admissions/scholarships-bursaries/>.

Revocation Process

In the event that NBC is no longer designated for the International Student Protocol (ISP) there is a formal process that must take place. This is outlined in Appendix A.

Student Records

NBC maintains and keeps student records indefinitely including transcripts, applications, financial transactions along with any pertinent records. The policy is outlined in Appendix B of this document.

Central Location of Support Services

Resources pertaining to international students are located on the NBC website at www.nipawin.org.

The International Student Handbook is available in hard copy from the academic dean or available online at www.nipawin.org.

Risk Mitigation Strategy

The goal of Nipawin Bible College is to provide the same degree of quality theological training to all students - both domestic and international.

We do not actively recruit international students. Additionally, our application requirements, size, and location naturally limit the number of international student applications that we receive.

Our student body capacity is approximately 70 students. The women's dorm capacity is 34 students and the men's dorm capacity is 34 students. There is also limited campus housing for married students or mature students. We limit our acceptance of students based on our campus capacity.

The appropriate number of international student acceptance letters will not exceed the IRCC study permit allocations for our institution. Our college maximum will be no more than 10% of our student body capacity.

The IRCC Portal for letter of acceptance (LOA) verification will be used to validate a letter of acceptance submitted by the student.

The Compliance Reporting Portal (DLI Portal) will be used to regularly report on the academic status of our current international students.

We will coordinate and communicate with the Saskatchewan Ministry of Advanced Education should there be any changes to our DLI information or should we have any questions or concerns.



Appendix A

INTERNATIONAL STUDENT REVOCATION PROCESS

In the event that Nipawin Bible College (NBC) has the International Student Program (ISP) designation revoked, this document will guide the process between affected students, Nipawin Bible College (NBC), and the Ministry of Advanced Education.

1. Communication with the Ministry of Advanced Education

Should NBC decide to voluntarily revoke ISP status, the ministry will be contacted immediately. The following procedure will then be followed in order to adequately and thoroughly guide the affected students. Should NBC be contacted by the Ministry to revoke the ISP designation, this same process will be followed.

2. Role of the International Student Advisor

The advisor will act as the liaison between the Ministry and NBC as well as between NBC and the international students. This will continue as long as the revocation process continues. It will be critical to maintain a flow of information between the Ministry, the affected students, as well as any NBC staff who may engage the process as per their role. This may include the Mission Leadership Team (MLT), student deans, the registrar and any other staff critical to meeting the needs of the students.

3. Role of the International Students

Students enrolled at the time of revocation will be key to establishing a good transition. They will consult with the international student advisor to establish and communicate their needs in an alternate institution.

4. Contact Enrolled International Students

Once the revocation is confirmed by the Mission Leadership Team, the international student advisor will communicate with the international students. Information will include:

- When the revocation process will be effective
- How the consultations with international students will be held to discuss student needs.
- How long students can remain at NBC.
- What assistance NBC will provide in the transfer process.

5. Assist International Students

Upon consultation with international students, the international student advisor will ensure that students have satisfactory alternate institutions offering suitable programs. These institutions will be contacted by NBC to determine their ability to accept affected international students.

6. Processes, Refunds and Records

In order to transfer students, NBC will provide all of the necessary transcripts and any forms designated by the incoming institution. As well, NBC will:

- Maintain support until the student is no longer an NBC student.
- Refund the student any fees including tuition, room and board, student fees minus services rendered.
- All student records will be permanently held by NBC.



Appendix B

STUDENT RECORD RETENTION POLICY

Nipawin Bible College is committed to maintaining and preserving student records. It is the responsibility of the registrar to ensure that proper records are kept. These records are kept in order to provide clarity, transparency and support.

1. NBC will maintain a thorough record of each student who attends the College.

The records kept include:

- student transcripts;
- any contractual arrangements with NBC;
- admission requirements;
- financial transactions or matters including payment plans, payments made, etc.;
- documentation of any program withdrawals or discontinuation;
- records of complaints and/or resolutions;
- student letter of acceptance;
- student visa, insurance, passport documentation.

2. NBC will ensure that these records are secure and permanent.

All student records are stored in one of two ways: through encrypted, online, cloud storage (online working files), or backed up to an offsite hard drive (records database).



Appendix C

POLICY AND PROCEDURES ON SEXUAL HARASSMENT

A. Introduction

The following Nipawin Bible College Policy Statement acknowledges sexual harassment as sexual discrimination and not as isolated or “accidental” misconduct. The policy defines a full range of harassment from innuendo to assault. Our policy states at the outset that sexual harassment pollutes, damages, and can eventually destroy the atmosphere of open and free communication, which ought to characterize a college, particularly a Christian college. We state unequivocally that continued tolerance of sexual harassment is detrimental to the integrity of NBC, and recognize that sexual harassment most often occurs between people who have unequal power.

B. Policy Statement

To fulfill our commitment to providing equal opportunity in education and employment, Nipawin Bible College must maintain an environment in which individuals are judged and rewarded solely on the basis of relevant factors such as ability, prior experience and accomplishments, effort, and performance. The environment also must be one in which all employees and students can pursue their work free from coercion, intimidation, and exploitation. Sexual harassment is a form of discriminatory misconduct that harms the environment we seek to maintain.

Therefore, conduct--on the part of any member of the NBC community--that inappropriately introduces sexuality into a teaching, learning, or working relationship will not be tolerated. Members of the community include teaching and administrative employees and students. Sexual harassment, as defined below, or failure to carry out responsibilities specified below, may result in disciplinary action up to and including separation from NBC.

Churches, missions and outside contractors, vendors, and others who do business with NBC or enter NBC premises are expected to comply with this policy; NBC will take appropriate action if they fail to do so. Nipawin Bible College, for example, may suspend or terminate a contract if the organization or contractor fails to correct a sexual harassment problem that appropriate NBC officials have brought to its attention. Furthermore, NBC - if it determines that an organization or contractor has failed to take appropriate action or has shown a tolerance for any activity, which, in the belief of NBC, constitutes sexual harassment - may bar the organization or contractor from holding future contracts with NBC.

C. Definitions

We understand sexual harassment to be defined as “unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature.” Furthermore, NBC believes that the following types of conduct also constitute sexual harassment at different levels, as described by Michele A. Paludi and Richard B. Barickman.

1. Gender Harassment: Generalized sexist statements and behaviour that convey insulting, degrading, and/or sexist attitudes.
2. Seductive Behaviour: Uninvited, inappropriate and/or offensive physical or verbal advances of a sexual nature.
3. Sexual Bribery: Solicitation of sexual activity or other sex-linked behaviour by promise of

reward.

4. Sexual Coercion: Coercion of sexual activity or other sex-linked behaviour by threat of punishment.
5. Sexual Assault: Assault and/or rape. This is the ultimate form of sexual harassment and is a criminal offence as well.

All forms of harassment—by employees or students – “create an environment that makes education and work less than equal for women and men” and are clearly violations of biblical standards.

Paludi and Barickman cite research which states that forms of harassment may occur “in the context of a formal power differential. When a formal power differential exists, all sexist or sexual behaviour is seen as harassment, since the (person) is not considered to be in a position to object, resist, or give fully free consent. Harassment can also occur where no such formal power differential exists if the behaviour is unwanted by, or offensive to, the (person). In such cases, it is the recipient’s experience and perception of the behaviour as offensive that may constitute the defining factor.”

Sexually harassing behaviours may substantially interfere with an individual’s academic or work performance. Such behaviours, in either intent or effect, create an intimidating, hostile, or offensive environment for work and learning.

D. Examples of Prohibited Conduct

Examples of conduct prohibited by this policy include, but are not limited to:

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature;
- Repeated insults, humour, jokes and/or anecdotes that belittle or demean an individual’s or a group’s sexuality or gender;
- Repeated, unwelcome comments or gestures of a sexual nature about an individual’s body or clothing;
- Unwarranted displays of sexually suggestive objects or pictures;
- Inappropriate touching, such as patting, pinching, hugging, or repeated brushing against an individual’s body;
- Inappropriate questions or sharing of information about a person’s sexuality or sexual orientation;
- Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual’s employment, work assignment or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation;
- Sexual Assault.

E. A Note on Consensual Relationships

According to Scripture, we understand monogamous marriage to be the only relationship in which sexual activity is to occur.

Romantic relationships between a single NBC employee and a student or between a supervisor and a supervisee may not necessarily involve sexual harassment. However, (and for example) the power that

employees exercise in evaluating students' work, awarding grades, providing recommendations and the like will generally constrain a student's actual freedom to choose whether to enter into or to end a romantic relationship with an employee. Supervisees likewise may not feel fully free to reject or end a romantic relationship with their supervisor. In short, consensual relationships between instructors and students or between supervisors and supervisees--because of the inherently unequal positions of the two participants--may constitute a form of sexual harassment.

Regarding the establishment of consensual relationships between NBC employees or NBC employees and students, the persons involved should consult with the appropriate administrator or supervisor.

All members of the NBC community are responsible for ensuring that their conduct does not sexually harass any other member of the NBC community. The same responsibility extends to campus visitors and employees of third parties doing business with NBC or on NBC premises.

Nipawin Bible College employees have the further responsibility of preventing and eliminating sexual harassment within the areas they oversee. If employees know that sexual harassment is occurring, receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, action will be taken in keeping with the seriousness of the offence, following NBC procedures for handling such complaints, and the complainant will be fully apprised of the outcome. This will be done in as short a period of time as possible, even if the problem or alleged problem is not within their area of oversight.

F. The Use of Power

Nipawin Bible College employees recognize that although the desire may be for peer relationships between themselves and the students, a very real difference in power exists between the NBC employees in a professional role and the students they serve. The "power" and authority may come from the responsibility given to be a leader on campus. Symbolic power as a religious leader strengthens this position as well as the view by students that he/she has superior knowledge and experience. This places students in a vulnerable position with respect to trust and confidence. It also places the NBC employee at risk in the misuse of this position with respect to trust, dependence and confidence placed in him/her.

The NBC employee recognizes the potential to misuse power in counselling and other relationships and recognizes his/her own vulnerability and factors which place him/her at risk. Some of these personal factors include isolation or tendency to be a "loner," denial of vulnerability, the desire to maintain an "impeccable" image, an unhappy marriage, unfulfilled sexual needs, unresolved sexual addictions, over-involvement in work, narcissistic tendency and constant need to be affirmed, working late to avoid going home, seeking inappropriate social and intellectual stimulation outside of marriage, chronic tiredness and depression, and inadequate ways to nurture one's own spiritual life.

The NBC employee seeks help or ways to establish accountability with individuals they respect and trust. In addition, Nipawin Bible College employees covenant together and shall be obligated to share knowledge of any breach of these guidelines, or of any incident of sexual harassment, with the NBC President and at least one other member of the Crisis Management Team (see section XXIV. Emergency Contacts).

Nipawin Bible College will assist in providing professional help for employees who, by their own cognition and/or that of their superior, are experiencing personal problems in opposite gender/same gender counselling.

G. Counselling / Caregiving Ministry Guidelines

It is the counsellor/caregiver's responsibility to establish appropriate "boundaries" between him/herself and others, such as counsees.¹ Some examples of inappropriate boundaries are:

- Lengthy (more than one hour) and frequent (several times a week) counselling sessions.
- inappropriate locations, which might increase vulnerability to false accusations of inappropriate conduct. The counsellor should always be visible from the outside of the counselling room.
- Frequent sessions without other staff in the building.
- Hugging (depending on how it is done and the motive behind it), any touch that could be interpreted as sexual in nature. Appropriate touching, such as handshakes, sideways hugs, pats on the back, etc., can be meaningful and encouraging, and can be helpful to communicate caring and understanding. Care must be taken that even appropriate touching is done in the right circumstance and at the right time (e.g., in a public setting).
- Inappropriate sexual comments or gestures.
- Any sexual conduct with a counselee. (Regardless of the sexual seductiveness of the counselee, this is considered unethical on the part of the counsellor who must take responsibility for it.)
- Counselling on an extended basis without accountability to a superior/colleague. When counselling on an extended basis, counsellors should seek out their superior/colleague to inform and consult with to ensure that the counselling relationship continues in an appropriate direction.
- Lack of caution when counselling, particularly where sexual matters are concerned.
- Failure to refer. Counsellors should find ways of partnering with professional counsellors or psychiatrists when serious attention is required.

H. Personal Safety on Campus

You enter your dorm room after class and discover it has been ransacked during your absence. You are angry that someone has violated your private space.

You walk down the street after dark and are frozen with fear when you hear footsteps following you.

You have just enjoyed a pleasant evening with a date when you realize that you and your date have different expectations. Are you at risk for rape?

When you know about defending yourself against such situations and can use it to your advantage, your safety need not feel as threatened.

How, then, do you exercise self-defence? Self-defence is common sense. It is not the development of exceptional physical strength to overpower your aggressor. It is locking your room/home when you are absent for an extended period of time. It is not propping open dorm doors locked for your safety. It is making sure you walk in well-lighted areas and that you walk with a friend. It is trusting yourself and

¹ Counselling/Caregiving for purposes here is defined as any helping situation in which the boundary of acceptable opposite gender/same gender behaviour might be compromised.

getting out of a situation which feels unsafe to you.

Self-defence is understanding and using basic defence techniques that do not destroy the aggressor but allow you to escape from a threatening situation. It is not learning how to use a weapon safely. It is learning how to break a stronghold using a minimum of physical energy. It is knowing that it is okay to scream and to call for help. It is carrying your car keys to the parking lot in your hand to avoid searching for them when you reach your car.

Self-defence is becoming aware of your environment and avoiding risks which place you in danger. It is not to safely hibernate from an unsafe world. It means becoming familiar with your physical surroundings. Know where the safe walking and parking areas are. Know where the best lighting is and walk there. Know who your friends are. Avoid being out alone at night, anywhere.

If a student sees any suspicious persons on campus, call one of the deans and report to one of the residence assistants immediately. Staff members may simply bring another person and talk to the suspicious person if they are comfortable doing so; otherwise, inform the NBC President.

I. Plan of Action in the Case of Sexual Abuse, Harassment, or Assault

Sexual Assault is an act of aggression and a profoundly serious violation of a person and the community. It is dominance-oriented and hostile. Legally, it is a crime; morally, it is a sin. Sexual assault and date rape will be dealt with as serious violations of campus standards.

The guidelines below provide some direction to the person experiencing sexual assault or date rape.

Guidelines

1. Any student who has experienced sexual assault, abuse, or harassment should promptly contact—at any time—a staff member (e.g. a dean, faculty, etc.) whom they trust. Conversations between the staff member and the student will be held in confidence with the following exceptions:
 - The dean of students or the president will be informed of the incident. They will then communicate with the rest of the Crisis Management Team.
 - The College must disclose information where required by law.

Note: In the case of a student under 18, the College will contact the student's guardians and will contact the authorities, as required by law.

If an employee experiences sexual assault, abuse, or harassment, they should promptly contact a member of the Crisis Management Team. Conversations between the team member and the staff member will be held in confidence with the following exceptions:

- The president will be informed of the incident and may need to inform the chairman of the board.
- The College must disclose information where required by law.

In the case of sexual assault:

The first thing to do after calling and meeting with the advocate is to seek medical attention. It is important to remember NOT to bathe, shower, or change clothing. Whether or not the student/employee decides to press charges against the offender, the student/employee will need to find out about and get the best kind of help for meeting their physical and emotional needs.

The student/employee and their advocate will go directly to the Nipawin Hospital Emergency Room. Medical staff at the emergency room have training in this area and will have information

available about people/organizations that may be of further help to the victim.

If an individual reports an allegation of sexual assault, the individual will be made aware of how they can proceed in filing a formal report of the incident(s) to the police. Nipawin Bible College will come alongside the individual and provide emotional support.

Whether or not the victim chooses to press charges, the dean of student life (in the case of a student) should be informed of the incident so that health implications and stress-related symptoms can be adequately addressed. For employee-related incidents, the NBC President should be informed.

2. An issue that may be decided later is how to deal with the offender. Whether the offender is a stranger or known, the student/employee may decide to press charges or to avoid the courts. The dean of student life (in the case of a student), or the president (in the case of an employee), advocate, and the offended student/employee may discuss the offence and possible options available to the victim for how to deal with the offender, keeping in mind that the offended student/employee continues to have the final say in any decisions. Some possible options open to the victim are:
 - a. File criminal charges in a public court.
 - b. Confront the offender in the presence of a third party, but take no further action.
 - c. If the offender is a member of the NBC community (student, staff, or faculty), the victim may go through with an informal or formal consultation or formal investigation as outlined below in "J. Procedures for Complaints Against Members of the NBC Community."
 - d. Choose not to deal with the offender at this time, but seek counselling to deal with the consequences of the offender's act.

(Note: If the offender is a member of the NBC community, the College will seek clarity as outlined below, for the purpose of appropriate disciplinary action.)

3. At Nipawin Bible College, our desire is to help the victim of sexual abuse. Our resources for ministering to such people are limited, however. Those who have suffered sexual abuse may wish to share that with a member of the NBC community whom they trust (e.g., a friend in student life, such as an RA, a dean, or an instructor). In most cases, the student may be referred to professional Christian counsellors who are most equipped to help. Costs for off-campus counselling are usually covered by the student, with limited assistance provided by NBC. Sometimes the student may wish to request financial assistance from their home church or family. However, confidentiality may preclude those options. The student should never avoid the help provided by counselling solely for financial reasons. Student life may be able to help with the cost of counselling in other ways.

Employees are encouraged to talk to a strong Christian friend or mentor and to seek help from a professional Christian counsellor.

J. Procedures for Complaints Against Members of the NBC Community

If you feel you are a victim of sexual harassment but do not feel that simply confronting the harasser yourself will work, or you are afraid to do so, you should tell a member of the NBC Crisis Management Team (see XXV. Emergency Contacts). They will help you to resolve the problem either through informal consultation or formal investigation.

Note: You may also take a complaint directly to the president without going through a third party. This should be done in written form.

1. **Informal Consultation:** Should you wish to proceed with the complaint, your staff advocate will consult the dean of students and president (students) or the president alone (staff). Together, they will confirm whether the complaint qualifies as harassment as outlined in this document. They will then consult with the accuser and the accused in an effort to reach a mutually acceptable solution.
2. **Formal Investigation:** This involves an investigative committee consisting of members of the faculty, Mission Leadership Team, a member of the board of directors, an advocate of the complainant's choice and an advocate of the accused's choice (if so desired). This committee will require a written complaint from the complainant, provide a copy of this to the person accused of harassment, and require a written response from the accused. This committee will then interview each party and any witnesses brought forth. The investigative committee will recommend appropriate discipline and remedies to the president (or, if the issue involves the president, to the chairman of the board).

Note: The nature of the accusation will determine the protocol (see section "I").

K. Confidentiality

If you launch a complaint, you and the person accused of harassment will not be identified publicly. However, if, after initial consultation, you wish to continue with the complaint, it must be done in written form. The accused person will be told who has launched the complaint so that they have a fair chance to defend themselves. They will be given a written copy of the complaint and will be asked to provide a written response to the complaint.

L. What if You Are Accused of Harassment?

If someone asks you to stop certain actions or comments that they consider inappropriate, take them seriously. Try to understand their point of view.

Others' values may place a different interpretation on actions that seem harmless to you. What you identify as humour may be experienced as humiliation or insult by others.

If someone lodges a harassment complaint against you and it moves beyond the informal consultation phase, you will be notified and told the identity of the complainant, and you will be given a copy of the written complaint. You will also be asked to provide a written response. You will be encouraged to invite the participation of an advocate to assist you in the mediation/investigation process (described above) that will then begin. The complaint can be resolved at any stage of the process.

M. Retaliation

Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the NBC Sexual Conduct Policy are violations of the policy and may be grounds for disciplinary action.

N. Disciplinary Action

Sanction--as provided by the law--may take different forms. In those situations where it is determined, following a thorough investigation, that a violation of this policy has occurred, disciplinary action will

be taken. Appropriate disciplinary action will depend on the seriousness of the offence and may range from a verbal reprimand to separation from NBC. Other intermediate steps, again depending on the offence, may include: written reprimands, monitoring for behavioural changes, written warning of potential separation, suspension with pay, or suspension without pay. In those instances where a violation is found, reference to the violation as well as to the disciplinary action taken will be placed in the harasser's official NBC personal file. The option to press charges may also be exercised.

O. Procedures for Complaints Against Persons Who Are Not Members of the NBC Community

Individuals who believe they have been sexually harassed by employees of those who do business with NBC or by campus visitors should bring their complaints to a member of the Crisis Management Team.

P. False Charges

Because of the nature of the problem, complaints of sexual harassment cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the procedures outlined above. However, charges found to have been intentionally dishonest, or made maliciously without regard for truth, will subject complainants to disciplinary action.

Individuals who believe they have been the target of willfully false or maliciously reckless charges should file a written complaint with the NBC president. The NBC president will review the charges and refer them to the formal grievance procedure.

If members of the investigative committee find sufficient grounds for the false-charge complaint, they will initiate disciplinary action. Disciplinary action will be administered in accordance with the seriousness of the false charge (see Disciplinary Action section above). Committee members also will confer with the falsely accused to determine whether other remedial measures might be appropriate. If they find the evidence indicates the charges are false, they will inform both the bringer of the complaint and the original complainant.

Q. Time Limits

A written complaint and request for either mediation or formal investigation must be submitted within twelve months of the alleged harassment. However, information about incidents of sexual harassment may be submitted at any time.

R. Prevention

Respect is the key to the prevention of sexual harassment. Being aware of the effect of our actions and willing to modify them when they offend others is also important. You can help make a difference by:

- Being aware of how your attitudes and actions can constitute or condone harassment.
- Speaking out against harassment.
- Refusing to laugh at harassment disguised as humour.
- Offering support to anyone being harassed.

Michele A. Paludi and Richard B. Barickmann, *Academic and Workplace Sexual Harassment: a Resource Manual*. Albany: State University of New York Press, 1991.



Appendix D

CONFLICT RESOLUTION POLICY

Nipawin Bible College is concerned for the well-being of its community members. If an employee/student has a personal problem concerning a college-related matter, Nipawin Bible College welcomes and encourages the employee/student to follow the procedure below:

- Seek to address the issue with the individual(s) concerned;
- Discuss the problem with their immediate supervisor. An important part of a supervisor's responsibility is to see that the employees/students are treated fairly at all times. This should be done within 10 working days of the concern or incident;
- If, after discussion of the problem with the immediate supervisor, the employee/ student is not satisfied with the assistance offered, an "open door" policy exists for the student to take the problem to the president, again within 10 working days;
- If the employee/student is still not satisfied, they have 10 working days to make a written report to the Mission Leadership Team, who shall render a final decision on the matter within 5 working days.



Appendix E

DISCRIMINATION POLICY

(adopted September 2015, amended October 2024)

A. Preamble

The purpose of this policy is to cultivate a respectful community through the prevention and swift resolution of discriminatory incidents. NBC seeks to live and practice community in the context of biblical principles and teachings. We believe that every person is created in the image of God and, as such, must be treated with dignity and respect. NBC expects that all members, including staff, students, and families, will not accept or condone any bias, prejudice, harassment, or disrespectful behaviours. Nor will promotion of such behaviours be tolerated. All students and associates are entitled to a harassment-free and safe study/work place. We hold to a zero tolerance towards abuse of any nature.

B. Statement of Commitment

Nipawin Bible College will create and maintain an environment that is free from all forms of discrimination, including: mental or physical disability, age, ancestry, colour, race, nationality, place of origin, and economic status.

C. Forms of Discrimination

Discriminatory behaviour includes (but is not limited to):

- Unwanted physical contact (touching, grabbing, hitting or pinching);
- Written or verbal abuse or threats;
- Unwelcome remarks, slurs, or taunts;
- Insulting names or comments;
- Jokes, cartoons, or pictures;
- Ignoring, isolating, or segregating a person or group.

D. Procedures for Complaints Against Members of the NBC Community

If you feel you are a victim of discrimination but do not feel that simply confronting the respondent yourself has worked, or you are afraid to do so, you should tell a Nipawin Bible College staff member (in the case of a student), or a direct supervisor/the dean of women (in the case of an employee). They will help you to resolve the problem either through informal consultation or formal investigation.

Note: You may also take a complaint directly to the president without going through a third party. This should be done in written form. (This is the recommended course of action for an employee.)

1. **Informal Consultation:** Should you wish to proceed with the complaint, your staff advocate will consult the dean of students and president (students) or the president alone (staff). Together, they will confirm whether the complaint qualifies as discrimination as outlined in this document. They will then consult with the accuser and the accused in an effort to reach a mutually acceptable solution. The dean of students may consult the president or MLT as necessary.
2. **Formal Investigation:** This involves an investigative committee consisting of members of the faculty, Mission Leadership Team, a member of the board of directors, an advocate of the complainant's choice and an advocate of the respondent's choice (if so desired). This

committee will require a written complaint from the complainant, provide a copy of this to the person accused of discrimination, and require a written response from the accused. This committee will then interview each party and any witnesses brought forth. The investigative committee will recommend appropriate discipline and remedies to the president (or, if the issue involves the president, to the chairman of the board).

E. Confidentiality

If you launch a complaint, you and the person accused of discrimination will not be identified publicly. However, if, after initial consultation, you wish to continue with the complaint, it must be done in written form. The accused person will be told who has launched the complaint so that he/she has a fair chance to defend himself/herself. He/she will be given a written copy of the complaint and will be asked to provide a written response to the complaint.

F. What if You Are Accused of Discrimination?

If someone asks you to stop certain actions or comments that they consider inappropriate, take them seriously. Try to understand their point of view.

Others' values may place a different interpretation on actions that seem harmless to you. What you identify as humour may be experienced as humiliation or insult by others.

If someone lodges a complaint against you and it moves beyond the informal consultation phase, you will be notified and told the identity of the complainant, and you will be given a copy of the written complaint. You will also be asked to provide a written response. You will be encouraged to invite the participation of an advocate to assist you in the mediation/investigation process (described above) that will then begin. The complaint can be resolved at any stage of the process.

G. Retaliation

Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the NBC Discrimination Policy are violations of the policy and may be grounds for disciplinary action.

H. Disciplinary Action

Sanctions may take different forms. In those situations where it is determined, following a thorough investigation, that a violation of this policy has occurred, disciplinary action will be taken. Appropriate disciplinary action will depend on the seriousness of the offence and may range from a verbal reprimand to separation from NBC. Other intermediate steps, again depending on the offence, may include: written reprimands, monitoring for behavioural changes, written warning of potential separation, suspension with pay, or suspension without pay. In those instances where a violation is found, reference to the violation as well as to the disciplinary action taken will be placed in the harasser's official NBC file. The option to press charges may also be exercised.

I. False Charges

Because of the nature of the problem, complaints of discrimination cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the

procedures outlined above. However, charges found to have been intentionally dishonest or made maliciously without regard for truth will subject complainants to disciplinary action.

Individuals who believe they have been the target of willfully false or maliciously reckless charges should file written complaint with the NBC President. The NBC President will review the charges and refer the charges to the formal grievance procedure.

If members of the investigative committee find sufficient grounds for the false-charge complaint, they will initiate disciplinary action. Disciplinary action will be administered in accordance with the seriousness of the false charge (see Disciplinary Action section above). Committee members also will confer with the falsely accused to determine whether other remedial measures might be appropriate. If they find the evidence indicates the charges are false, they will inform both the bringer of the complaint and the original complainant.

J. Time Limits

A written complaint and request for either mediation or formal investigation must be submitted within twelve months of the alleged discrimination.

K. Prevention

Respect is the key to the prevention of discrimination. Being aware of the effect of our actions and willing to modify them when they offend others is also important. You can help make a difference by:

- Being aware of how your attitudes and actions can constitute or condone discrimination;
- Speaking out against discrimination;
- Refusing to laugh at discrimination disguised as humour;
- Offering support to anyone being discriminated against.