

College of  
New Caledonia  
[www.cnc.bc.ca](http://www.cnc.bc.ca)



NORTH ISLAND COLLEGE  
 **NIC**



## MEMORANDUM OF UNDERSTANDING

between

---

**College of New Caledonia  
North Island College  
Okanagan College  
Selkirk College**

regarding

**Multi-institution Enrolment and Delivery  
in Applied Business Technology courses**

---

This memorandum outlines an arrangement between College of New Caledonia, North Island College, Okanagan College, and Selkirk College to deliver coordinated enrolments and offerings of on-line Applied Business Technology (ABT) courses.

The partners agree to deliver, on a coordinated basis, the on-line courses associated with ABT credentials, including all or some of the courses associated with: Office Assistant 1 Certificate, Administrative Assistant Certificate, Computing Accounting Assistant Certificate, Legal Administrative Assistant Certificate, and Medical Office Assistant Certificate.

## **1. Definitions**

Home institution: the institution from which a student plans to, or will receive, their credential; normally this would be the institution to which an ABT on-line student was originally admitted.

Partner institution: an institution that is a signatory to this agreement whose students will have access to ABT on-line course offerings at all other partner institutions.

Teaching Institution: the institution that offers the specific ABT courses in which students are registered.

## **2. Agreement of Cooperation**

Tuition fees will be paid by the student to the teaching institution for each ABT on-line course taken through that institution.

Credential residency requirements are established by the student's home institution;

Cooperative aspects of this agreement include:

- a) Application fees will be waived by teaching institutions accessing ABT on-line courses that count toward their home institution's credential;
- b) teaching institutions will provide student transcripts at the completion of each course, upon request from the student to the home institution and will waive any related fees;
- c) partner institutions will convene and attend Fall and Spring ABT Coordinators' meetings to ensure optimal articulation, transfer, and scheduling of ABT on-line courses;
- d) partner institutions will make information about this agreement and the available multi-institution ABT on-line course and the program credential options at other partner institutions available to their students;
- e) teaching institutions will coordinate the opening of seats where possible for the purpose of optimizing opportunity for students to access courses;
- f) teaching institutions will deliver all cooperatively offered ABT on-line courses through their institution's on-line learning management system;
- g) partner institutions will share student data as necessary to implement this agreement; all institutions will ensure that they have student consent in regards to any release of information to ensure freedom of information and protection of privacy legislation is adhered to;
- h) partner institutions will designate an institutional representative for this agreement;

### **3. Principles**

- a) Facilitating student access to on-line learning includes partner institutions contributing to education planning and offerings through co-ordination with other partner institutions.
- b) All applicable policies of the teaching institution apply that define student conduct, student appeals and course outline requirements; all other applicable policies of the home institution apply.

### **4. Financing**

Costs of participation in this agreement are borne by each partner institution.

### **5. Reporting**

All student FTEs will be recorded as part of each teaching institution's FTEs.

### **6. Notice**

Where in this agreement any notice, request, direction or other communication is required to be given or made by either party, it shall be in writing by the designated institutional representative:

CNC – Dean of the School of University Studies and Career Access

NIC – Dean, Business and Applied Studies

OC – Dean, Okanagan School of Business

SC – Dean, Health and Human Services

### **7. Amendment**

This Agreement can be amended at any time. No amendment of this agreement nor waiver of any terms or conditions will be deemed valid unless agreed to in writing by all parties.

### **8. Termination or Suspension**

Each partner institution may, by giving six (6) months' notice in writing to all partner institutions, terminate or suspend their participation without consequence. Students from home institutions that terminate or suspend participation will be allowed to complete courses in which they are currently enrolled at other teaching institutions with the full benefits of this agreement.

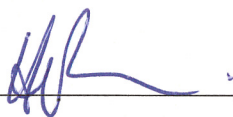
### **9. Extent of Agreement**

This agreement is valid from February 16, 2018 to June 30, 2020. At the end of this time, the agreement will be subject to review and renewal. Absent notice of non-renewal, the agreement will automatically renew until to June 30, 2021 at which time it will end.



In witness thereof, the parties have executed this Agreement as of Sunday, April 29, 2018.

**College of New Caledonia**

A blue ink signature of Henry Reiser, consisting of stylized initials and a surname, written above a horizontal line.

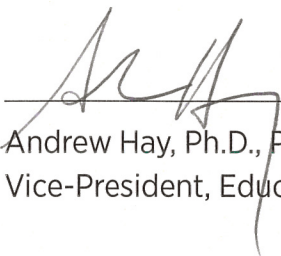
Henry Reiser  
President

**North Island College**

A black ink signature of Lisa Domae, featuring a large, looped initial 'L' followed by the surname, written above a horizontal line.

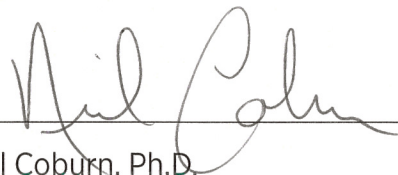
Lisa Domae, Ph.D., MCIP, RPP  
Executive Vice-President, Academic & COO

**Okanagan College**

A black ink signature of Andrew Hay, with a stylized 'A' and 'H', written above a horizontal line.

Andrew Hay, Ph.D., P.Eng.  
Vice-President, Education

**Selkirk College**

A black ink signature of Neil Coburn, with a large 'N' and 'C', written above a horizontal line.

Neil Coburn, Ph.D.  
Vice-President, Education