

## SAHC Policy #3 – SERVICES

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**CATEGORY:** Policies

**SUBJECT:** Services Policy

**EFFECTIVE DATE:** September 2025

**LAST UPDATE:**

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### **PURPOSE:**

To provide an overview of all services provided by Student Association of Holland College.

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**SERVICE:** *Student Insurance*

**EFFECTIVE DATE:** *September 2025*

**LAST UPDATE:**

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## 1 HEALTH PLAN

- 1.01** Upon registration all Full-Time students are automatically enrolled into the Student Health Plan and are charged the premium.
- 1.02** If students are covered by an equivalent health plan, above and beyond Provincial Medicare, they may withdraw from the Student Health Plan and be rebated the premium fee.
- 1.03** The policy year for September start programs is September 1 to August 31 and January start programs are January 1 to December 31 of each registered year. An opt out deadline shall apply each year.

## 2 DENTAL PLAN

- 2.01** Upon registration all Full-Time Students are automatically enrolled into the Student Dental Plan and are charged the premium.
- 2.02** If students are covered by an equivalent dental plan, above and beyond Provincial Medicare, they may withdraw from the Student Dental Plan and be

rebated the premium fee.

- 2.03** The policy year for September start programs is September 1 to August 31 and January start programs are January 1 to December 31 of each registered year. An opt out deadline shall apply each year.

### **3 INTERNATIONAL STUDENT INSURANCE**

- 3.01** International Student are not eligible to opt-out of the international insurance coverage unless they possess provincial Medicare.
- 3.02** The policy year for September start programs is September 1 to August 31 and January start programs are January 1 to December 31 of each registered year. There is an opt-out deadline for this process if students have acquired the Provincial health card prior to the opt-out deadline and is valid the entire academic year.

### **4 DEPENDANTS COVERAGE**

- 4.01** Students requiring family health, dental and/or medical coverage for dependants, common-law partners and/or spouses may apply by emailing their request to the SAHC email.
- 4.02** The additional fee that is required to added dependants to the plan will be paid directly to the SAHC accounting via e-transfer, cash, or cheque as it is separate from their student fees.

### **5 REBATE PROCEDURE**

- 5.01** Students may opt out of the insurance coverage online before the last Friday of September of each registered year or the last Friday in January for new full-time students registering in the Winter Semester.
- 5.02** The student must submit their student ID number and proof of health, dental and/or provincial Medicare coverage.
- 5.03** Notice of the website, refunds, and any deadlines shall be advertised but not limited to: SAHC Website, SAHC social media, SAHC Orientation Week, Student Handbook, Holland College Fee Schedule, and Campus Bulletin Boards.
- 5.04** A master list of all students who have been charged the student health, dental and/or medical fees will be provided to the Health Plan Administrators by the end of August each year to allow the Heath Plan Administrations to add/remove

individuals from the plan.

- 5.05** An updated list of students who have opted out will be provided to the SAHC Accounting office on a weekly basis so that student fees may be updated.
- 5.06** Any International student who has missed the opt-out deadline may be removed from the SAHC Student International Plan until the last Friday of October or the last Friday of February for new registrants in the Winter Semester. To opt out during this time, the student must provide their student ID number and proof of insurance to the Administrative Assistant and will be charged a \$40 late-opt-out fee.
- 5.07** Requests for additional information should be directed to the Administrative Assistant or Executive Director.

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**SERVICE:** *Funding Policy*  
**EFFECTIVE DATE:** *September 2025*  
**LAST UPDATE:**

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SAHC recognizes its role in fostering student success, community engagement, and overall well-being. In alignment with these values, this policy establishes the framework for providing support through charitable donations, student scholarships, emergency financial assistance, and student life enrichment funding. These initiatives reflect SAHC's dedication to giving back, promoting goodwill, and enhancing the student experience across campus.

## 6 CHARITABLE

- 6.01** The SAHC has a standard policy of active community involvement and has displayed particular interest and aid in charitable activities. The SAHC recognizes the importance of promotion of goodwill among members of the community at large.
- 6.02** The request will be sent to Executive Director, where any communication/clarification will be made. The Executive Director will then look at each request based on individual merit and on the availability of money in the SAHC Donation budget.

## 7 HC SCHOLARSHIP

- 7.01** The SAHC will provide awards annually to deserving students enrolled in a post-secondary program at Holland College. Awards are for full-time students in a post-secondary program and who demonstrate financial need. There will be 10 awards given, of \$1000 each.
- 7.02** Student will apply for the scholarship through the Student Financial Section with Foundations. Applications will be reviewed by a Selection Committee appointed by the Registrar.
- 7.03** The Holland College Foundation will send an invoice to the SAHC annually in September for \$10,000 to cover the amount of the awards. A receipt for tax purposes will be issued upon receipt of the cheque.

## 8 EMERGENCY FINANCIAL ASSISTANCE

- 8.01** The Student Association of Holland College Emergency Financial Assistance program is to provide help to students that have come into difficult times with purchases of absolute basic needs.
- 8.02** To apply students (or somebody on behalf of the student ie HC Staff member) must obtain an application from the SAHC (in person or by email).
- 8.03** Criteria includes must be a FT HC student, must have tuition and fees up to date (or arrangements have been made) fallen on hard times and unable to meet all basic financial needs for themselves or their family, and must have exhausted other means available to them.
- 8.04** Completed applications are given to the Executive Director where they are reviewed as soon as possible. The Executive Director will assess on demand and needs basis.
- 8.05** Once an amount has been approved the Executive Director will give the information to the Administrative Assistant for them to notify the student and send them an e-gift card for a major supermarket.
- 8.06** Records/Filing will be kept confidential

## 9 STUDENT LIFE ENRICHMENT FUNDING

- 9.01** Throughout the year the SAHC understands that college staff, instructors, programs, or students may be looking for additional help for funding events, or specific initiatives.
- 9.02** The Student Life Enrichment Fund is available for college staff, instructors, programs, and students to apply for funding to support events or activities that enhance the overall student experience. Funded events should be engaging, inclusive, and contribute positively to student life on campus—whether through social connection, creativity, wellness, or fun.
- 9.03** Any college staff, instructors, programs, or students looking for funding from the SAHC will be given a request form via email from the SAHC, that must be filled out and submitted at least 3 weeks before the date of need. The request will be sent to Executive Director, where any communication/clarification will be made. The Executive Director will then look at each request based on the information provided and the budget.
- 9.04** In exchange for funding, the SAHC ask that recipients provide a brief summary of the event along with a few photos for use on SAHC’s social media platforms.

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**SERVICE:** *Access to Free Menstrual & Safer Sex Products*

**EFFECTIVE DATE:** *September 2025*

**LAST UPDATE:**

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As part of our commitment to supporting health and well-being, SAHC provides free menstrual products and safer sex products. These items are available at no cost while supplies last. Please note that while we strive to maintain a variety of products, availability may vary, and we cannot guarantee stock or the presence of specific items.

We kindly ask that individuals take only what they need to help ensure these resources remain available to as many members as possible.



