

SAHC Policy #3 – SERVICES

CATEGORY: Policies

SUBJECT: Services Policy

EFFECTIVE DATE: September 2025

LAST UPDATE: August 31, 2026

PURPOSE:

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

SERVICE: *Student Insurance*

EFFECTIVE DATE: *September 2025*

LAST UPDATE:

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.

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

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 i.e. 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.

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

EFFECTIVE DATE: *September 2025*

LAST UPDATE:

10 ACCESS TO FREE MENSTRUAL & SAFER SEX PRODUCTS

- 10.01** 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.
- 10.02** We kindly ask that individuals take only what they need to help ensure these resources remain available to as many members as possible.

SERVICE: *Clubs & Societies*
EFFECTIVE DATE: *August 31, 2026,*
LAST UPDATE:

SAHC recognizes the important role that student Clubs and Societies play in fostering student engagement, leadership, community, and connection across campus. In alignment with these values, SAHC supports the development, formation, and operation of student Clubs and Societies by providing a framework for recognition, support, and accountability. This section outlines the responsibilities and expectations of recognized Clubs and Societies in their relationship with SAHC and their members and applies to all Clubs and Societies recognized by SAHC, as well as full-time students participating in or seeking to establish a Club or Society.

DEFINITIONS:

Club: A group created and led by students with common interests, offering opportunities for networking, collaboration, and community building, and is officially recognized and associated with the SAHC.

Club Charter: The individual document each club creates that explains who they are and how their particular club operates.

Recognition: The procedure through which a Club/society becomes formally acknowledged and associated with the SAHC.

Society: See 'Club' for definition.

11 CLUBS & SOCIETIES

ACKNOWLEDGEMENT OF CLUBS & SOCIETIES:

- 11.01** Approval of a Club/Society by the SAHC does not imply endorsement of a Club/society's beliefs, philosophy, interests, or opinion.
- 11.02** The SAHC shall not attempt to censor, control, or interfere with any existing SAHC Club or Society on the basis of its beliefs, philosophy, interests, or opinions expressed unless and until these lead to activities or behaviors that violate the responsibilities of Clubs & Societies as outlined in this policy, all SAHC policies and Bylaws and the HC Student Code of Conduct.

MEMBERSHIP

- 11.03** All Holland College full-time students are eligible for membership of a Club or Society.
- 11.04** A Club or Society is allowed to limit its membership only if such restriction is essential to prevent a complete compromise of the Club or Society's mission.
- 11.05** No student Clubs or societies shall limit its' membership on the basis of age, college program, colour, disability, ethnic origin, gender, race, social status, sexual orientation, etc.
- 11.06** A Club or Society is required to have a minimum of two (2) executive members; President and Vice President. Treasurer responsibilities may be shared between President and Vice President if there is no third executive member.
- (i) Signing officer duties will be shared between the President and Vice President
- 11.07** A student may not occupy more than one (1) executive position within a Club or Society at a given time.
- 11.08** The SAHC may maintain a record of Club and Society executives and members as required for administration and support purposes.
- 11.09** Any changes in executive members must be submitted to the SAHC Staff within two weeks of the change.
- 11.10** Part-time students at Holland College and other members of the Holland College community may participate in a Club or Society in a non-executive capacity.

RECOGNITION & RECOGNITION PROCESS

- 11.11** Recognition is required of all Clubs in order to claim SAHC privileges and support
- 11.12** To be granted recognized status for the first time, a group must submit their Club's Charter to the SAHC office in person or via email for review.
- 11.13** Charter must detail Club name, mission, tentative outline of activities (at least 1 event per semester), etc. Look to sample Charter at the end of this document.

- 11.14** New Clubs & Societies must submit their finalized Charter at any point during their first year of operation. But first draft must be submitted when initially applying for recognition.
- 11.15** Recognition shall not be granted to Clubs or Societies whose name and/or mandate is already held by a pre-existing Club or Society.
- 11.16** A Club or Society must have proof of approval from a Holland College faculty, school, or department to claim direct affiliation with that body.
- 11.17** Each September, previous Clubs will be brought up to the student body and any student interested in forming an executive and re-recognizing a Club may submit their Charter then.
- 11.18** If multiple students wish to take over a previously recognized Club, they will be encouraged to work together and form a larger executive (4 people maximum – President, Vice President, Treasurer and Secretary).

TRANSITION OF AUTHORITY BETWEEN YEARS

- 11.19** Each Club executive team must create a Transition Binder that is handed in to the SAHC staff no later than March 20th each year
- 11.20** The Transition Binder will contain:
- (i) Current recognized Charter
 - (ii) All documents from the planning and execution of all Club events. Receipts, brainstorming, printed emails with vendors, floor plans, etc.
 - (iii) Login and password/credentials for Club specific email account if applicable
 - (iv) Acknowledgement and proof that club social media platforms have been deleted
 - (v) Attendance sheets and/or membership list
 - (vi) All files of Club logos (uploaded and shared in OneDrive)
- 11.21** Each September, SAHC may provide students with an opportunity to form an executive team to run a previously ratified Club and apply for re-recognition
- (i) The students who are interested to re-recognize a club do not need to have been members in a previous year

- (ii) Amendments may be made to the previous Charter and submitted it for approval when applying for re-recognition
- (iii) If a previously recognized Club is not taken up by any students, it will be listed as inactive. Students will have the opportunity to form an executive team to take over the Club and apply for re-recognition.

SUSPENSION OF PRIVILEGES, DENIAL AND CANCELLATION OF RECOGNITION

11.22 The Student Association Full-Time Staff reserves the right to refuse recognition to a Club or Society under the following circumstances:

- (i) The Club or Society has a mandate that is not in accordance with the Holland College and/or SAHC governing documents
- (ii) The Club or Society has a mandate that discriminates on the basis of race, colour, national or ethnic origin, genetic characteristics, sex, sexual orientation, gender identity or expression, disability, age, marital or family status, immigration or refugee status, socio-economic background, religious or spiritual beliefs, or political ideology.

11.23 If a Club or Society wishes to challenge the decision to reject its recognition, revoke or suspend privileges, may do so by written appeal to the SAHC Student Advisory Council. A representative from the Club or Society can request to present their case to the S.A.C by providing written notice at least two weeks prior to the upcoming S.A.C meeting.

11.24 The SAHC Student Advisory Council, upon a majority decision, may suspend a Club or Society's privileges or revoke a Club or Society's recognition, or suspend Club executives, if that Club or Society:

- (i) Has not followed the mandate of its Charter
- (ii) Fails to adhere to the governing documents of Holland College or SAHC
- (iii) Commits an offence that violates federal, provincial, or municipal laws
- (iv) Abuses or misuses any services provided by the SAHC
- (v) Operates in a manner that negatively affects the ability of another Club or Society, group, or individual to conduct their lawful affairs
- (vi) Hosts an event that significantly differs from the event described to the SAHC
- (vii) Damages the reputation of Holland College or SAHC

CLUB EVENTS

- 11.25** All Club event plans should be submitted to the SAHC staff at least 2 weeks prior to the event for review to determine applicable insurance and risk-management requirements.
- 11.26** All Club event plans must include:
- (i) Location, date and time of the event
 - (ii) Details of room bookings needed if applicable
 - a) Must include a detailed floor plan of the space
 - (iii) List of vendors they are working with (caterers, venues, entertainment, etc.)
 - (iv) Who is invited to the event (Club members, student body in general, general public, etc.)
 - (v) Any risks that might be involved in the particular event
- 11.27** Security may be required to be hired for on campus events in the evening.

RESPONSIBILITIES OF RECOGNIZED CLUBS AND SOCIETIES

- 11.28** All Clubs and Societies that have been recognized with the SAHC are responsible for:
- (i) Following and abiding by all SAHC Policies, Bylaws and the HC Student Code of Conduct.
 - (ii) Adhering to aims and objectives. These aims and objectives are detailed in their Charter
 - (iii) Effective management of funds granted to them by the SAHC
 - (iv) Providing reports on their operations upon request by the SAHC
 - (v) Ensuring that the SAHC logo is not used in any of its document or other materials without prior authorization
 - (vi) Submitting event application forms to the SAHC 2 weeks prior to any event
 - (vii) Providing Transition binder to the SAHC office before March 20th each academic year

- (viii) Providing updated information about their Club or Society's executive in the event of an executive change
- (ix) Providing SAHC with a completed Charter or an amended Charter should any changes be made

SUPPORTS & SERVICES FOR RECOGNIZED CLUBS AND SOCIETIES

11.29 The SAHC provides the following supports and services to recognized Clubs and Societies:

- (i) Opportunities to participate in a Clubs Fair each fall, where available, to provide Clubs a space to promote themselves to students and gain more members
- (ii) Opportunities for Club members to participate in SAHC awards night
- (iii) Opportunities for Club executives to participate in SAHC-hosted appreciation, training, and development activities.
- (iv) Transition support, as appropriate
 - a) Collecting Transition Binders and housing over the summer
 - b) Setting Club Expectations and Responsibilities
- (v) Providing contacts
- (vi) Promotion of Club events through SAHC channels, where appropriate and subject to available capacity
- (vii) Assistance with room bookings for Club events, where applicable
- (viii) Access to cash boxes for Club events, where available
- (ix) Event ticket printing support, subject to available capacity
- (x) Inclusion in SAHC Communications, where appropriate
- (xi) Assistance with waiver requirements for Club events, where applicable
- (xii) Access to applicable SAHC insurance coverage, subject to the terms and conditions of the policy
- (xiii) Active Clubs may be listed on the SAHC website, including available contact information

ACT:

DATE:

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