

Annual Certificate of Membership
Career Colleges Ontario

this is to certify that

ACADEMY OF APPLIED PHARMACEUTICAL SCIENCES

is a member in good standing for

2024/2025

Lorna Mills

for the Association



CAREER COLLEGES ONTARIO (CCO) 2024/2025 CODE OF ETHICS



ACADEMY OF APPLIED PHARMACEUTICAL SCIENCES

As a proud member of Career Colleges Ontario, we pledge to abide by all the provisions laid down to us by the Ontario Career Colleges Act and the Ministry of Colleges and Universities. Further, we commit to provide students with a high standard of training in a professional, caring, and trustworthy learning environment.

Accordingly, we pledge to adhere to the following:

- To demonstrate financial, legal, and ethical accountability.
- To ensure that the institution, through its representatives, or advertising and promotional material, does not make any inaccurate, misleading, or exaggerated claims.
- To determine to the best of our ability that the student is fully informed and has made an appropriate choice of training program.
- To ensure each student is advised in writing, at the time of registration, details of the entire cost of their course of instruction including all textbooks and related equipment and to inform each applicant how payment of fees is to be made.
- To inform the student of program objectives, content, resources, evaluation, and methodology used in training.
- To fully inform the students regarding their rights and obligations related to Student Financial Assistance.
- To ensure that students receive a properly signed copy of their enrolment form together with a copy of the refund and withdrawal policy as it pertains to the Ontario Career College Act.
- To maintain safe facilities, and to comply with all civic and provincial regulations pertaining to fire, health and safety.
- To provide adequate and up to date equipment to meet the needs of the program.
- To maintain open communication between the administration and the students.
- To assess and report on the student's progress on a regular basis.
- To provide employment counselling and advice to all students enrolled in a career program.
- To issue to the student a certificate or diploma on successful completion of training and fulfilment of student obligations to the College.

CCO and its members are committed to student satisfaction. Failure to adhere to the Code of Ethics may result in suspension of membership with CCO.

For the Association



For the College