



Premier Accountancy Specialist School Limited

Cor. John & Henry Streets

Montrose, Chaguanas

Trinidad, West Indies

Telephone/Fax: 672 - 2595

After Hours: 732-9373, 319-2539, 365-8588

Website: www.passltdtt.com

**Email: gkmohammed@hotmail.com
pass@passltdtt.com**

STUDENT HANDBOOK

TABLE OF CONTENTS

	Pages
Vision	2
Mission Statement	3
Introduction	4
Operating Policy	5 - 9
Student Support Policy	9 -18
Equal Opportunity Policy	19 -20
Evacuation Policy	20 -23

VISION STATEMENT

GOD WILLING,

To become the foremost institution that provides Quality Service, efficiently and effectively, to any person that has an interest in learning, irrespective of their economic or physical condition, in an atmosphere that encourages an individual, not only to gain a Professional Qualification and remain part of us, but to develop one's self to manage one's personal life in response to the stressful demands of a Global competitive environment, and to become humble servants to Humanity and
The CREATOR.

MISSION STATEMENT

*Professionals Developing
and
Qualifying Professionals
in an Atmosphere
that is Conducive to
Learning*

INFORMATION ABOUT OUR SCHOOL

Name:	Premier Accountancy Specialist School Limited (PASS Ltd)
Office Hours:	8:00 a.m. – 4:30 p.m.
School Day:	8:35 a.m. – 8:30 p.m.
Chairman/M. D.	Mr. K. Mohammed
Finance / H. R. Corporate Secretary	Mr. S. Hosein
Health & Safety:	Ms. C. Mungaldeen
Counselor	Ms. N Hosein
Administration:	Mr. W. Mohammed Mr. Fareed Ali
Maintenance	Mr. Eshur Boodoo Mr. B. Mohammed Ms. V. King

OPERATING POLICY

Registrations and Admissions Procedures

Student comes in; request paper(s), review fee structure, and fill out registration forms. If requested, student will be given advice.

Terms of Payment

Generally, students are required to pay 50% down upon registration and the balance within six (6) weeks of classes. However, students may be allowed flexible payment terms if requested.

Class Attendance

Students are required to sign a class register when they enter the classroom. In the event a student misses two (2) classes consecutively, a follow-up call will be made by the Office Administrator to ascertain reasons for absenteeism.

Withdrawals

When students request withdrawals from classes, the following actions would be taken:

✚ Transfer existing fees to:

- ✓ Another paper in the current term or
- ✓ Defer to the following term (same paper or another paper)

✚ In some cases depending on circumstances a refund is given. This is calculated on a pro-rata basis taking into account any study material taken and the number of lectures completed at the withdrawal date.

OPERATING POLICY (cont'd)

Cancellation of Course/s

Where PASS Limited/Lecturer cannot complete the course, PASS Limited will endeavour to find an acceptable replacement to complete the remaining sessions.

A student is entitled to a part-refund of the fee paid based on the number of remaining sessions of the course, if a replacement cannot be found or if the student is not satisfied with the replacement.

Dress Code:

PASS Limited understands and fully supports students' right to self-expression. The school also has an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress.

The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community.

The policy states that the following standards must be adhered to by all members of staff and students.

- + Dress that is neat, modest and casual is the minimum requirement at all times in all public area
- + "Baggy" pants or sloppy dress will not be permitted at anytime
- + Clothing that is provocative or contains obscene messages or messages that are contrary to the mission of the school will not be permitted
- + Where it is perceived that a particular slogan or symbol is offensive (i.e. racist or sexist) then the wearing of such slogans or symbols may be considered offensive
- + No tank tops or spaghetti tops without another shirt, sweater or jacket worn over it.
- + No sheer or see-through shirts are allowed

STUDENT SUPPORT POLICY

Academic Support:

The student's first port of call for questions about ACCA and its curriculum, degree scheme or thesis should be the lecturer. The lecturer will be able to answer most of these questions

Registration:

For questions about ACCA examinations and registration that cannot be dealt with by the lecturer, the administrative and support staff will be able to help the student.

Changing Course:

Upon completion of the Diploma Level of the FIA, students are given the option to complete the FIA and attain the CAT qualification or to be transferred to the Level 2 of the ACCA.

If students wish, they may seek advice from us before making a decision.

If the student is thinking of suspending his/her studies the administrative and support staff will be able to help the student.

Complaints: Grievances / Matters of Concern Raised by Students

The school has an established Complaints Committee to which students can bring their grievances / matters of concern. The Complaints Committee consist of one director and one lecturer together with a designated student, if the complainant wishes the presence of one of their peers.

- ↪ A student can bring a grievance / matter of concern in the following ways:
 - ✓ Directly to the Complaints Committee
 - ✓ Through the designated students
 - ✓ Through the suggestion box
 - ✓ Through the Office Administrator

Study-skills:

If the student feels the need for extra help with study skills or English Language, the student should advise the lecturer who would make arrangements for the additional support.

Library Facilities:

PASS Limited has limited library facilities. The library contains study text, examination kits (past papers), pass cards, student newsletter, recommended reading materials relevant to the ACCA programme and other books relating to the business.

Study Room:

The school also provides a study room. Students using these facilities are required to sign a register, indicating their presence on the school's premises.

Welfare and Advice

General:

On registration students are given advice on the selection of papers to be undertaken at the examination sitting.

Administration:

Students are provided with lecturing notes, text and other materials relevant to the paper during the course.

Student Academic Support:

Lecturers are available, after class hours, to any student who needs further explanations and clarification of any problem encountered during normal class hours or while studying.

In addition, a student support team is created each term to offer extra assistance to students.

International Students:

The administrative and support staff can help the student with cultural advice and visa or immigration questions.

Counselling:

Some students may be experiencing problems that might adversely affect their studies. Our experience at PASS Limited is that these students usually discuss their problems with any lecturer of their choice.

The procedure in relation to counseling is as follows:

- ↻ Students can discuss their problems with any lecturer/staff members of their choice.
- ↻ Lecturer/staff member would listen to the problems, and make recommendations for the student to discuss the matter with our designated counselor.
- ↻ The designated counselor would listen to the problems and give the appropriate advice or may recommend that the student speak to a Psychiatrist.
- ↻ If the student wishes to go to a Psychiatrist, this will be at the student's expense.

The Managing Director should be notified of all persons who are experiencing problems. The Managing Director does not have to be informed of the nature of the problem. Students with problems together with the nature of the problems should be kept private and confidential and should not be discussed with any unauthorized persons.

Careers and Employment

The administrative and support staff can offer information on job opportunities. Normally, employers will inform us of any vacancies. This information is posted on our Notice Board for the students' attention.

The lecturers, upon requests from students, will normally offer advice on careers based on the lecturers' personal experiences.

Financial Assistance

Where students find difficulty in paying the school fees. The institution offers assistance to those students who are in need.

Health and Wellbeing

- ⌘ **First Aid:** For minor injuries please refer to the first aid kit that can be found in the administration office
- ⌘ **Serious Health Hazards:** In the case of serious medical emergencies, PASS Limited, will contact the Chaguanas Health Facility for an ambulance.
- ⌘ If the injury is not life threatening then arrangements will be made to take the affected to the Chaguanas Health Centre
- ⌘ *** Under NO circumstances should a seriously injured person be moved**
- ⌘ **Sports:** The school encourages and supports recreation and sports activities throughout the term

Spiritual Support

PASS Limited welcomes students of all faiths and does not discriminate against any. The school offers a prayer room for students if needed.

Suggestion Box

A suggestion box is available for students to make general comments. These comments should identify matters that can improve the services and safety of all our stakeholders.

EQUAL OPPORTUNITY POLICY

PASS Limited is committed to equal opportunity for its, staff, lecturers and students. The School does not discriminate on the basis of gender, marital status, sexual orientation, pregnancy, race, colour, ethnicity, national origin, age, disability or religion.

The School is committed to providing individuals access to all facilities, programmes, benefits and activities on the basis of enrollment without regard to personal factors that are irrelevant to the programme involved.

This policy does not apply to persons who have been:

- ✚ in criminal violation of the Laws of any Land
- ✚ deemed as medically unfit by a registered medical practitioner

A student may be expelled if he/she is in violation of any of the following:

- ✚ The law
- ✚ ACCA's Rules & Regulations
- ✚ PASS Limited's Rules and Regulations

EVACUATION POLICY

PROCEDURES

In the event of an emergency that requires evacuation of the building (such as a fire), first:

****** *Identify any Disabled occupant (see below)* ******

Rescue: Try to rescue any person in immediate danger if it does not put you in imminent danger.

Alarm: Pull the building fire alarm and call 990. All of the fire alarm pull stations are labelled.

Note: Tampering with any of the safety equipment would lead to expulsion

Confine: Close all doors, windows, and other openings that would aid in the spread of fire.

Evacuate: Evacuate the building.

If you talk with a 990 operator, state your name, address, and nature of the problem.

Speak slowly and clearly.

Wait for the dispatcher to hang up

.

EVACUATION POLICY cont'd

When evacuating the building, follow the instruction of the emergency personnel and leave by the nearest exit to the staircase and proceed to the muster point.

Floor plans are posted at various areas around the building for route of quickest way out, namely room 1, 2, 3, 4, and 5.

A crossing guard will be used to stop the flow of traffic to facilitate the crossing of the road in an attempt to get to the muster point.

ASSEMBLY

All will assemble at the designated muster point for a head count which is to be conducted by the *Office Administrator/ Lecturer, using the Attendance registers*. The emergency response personnel are to be notified of the results of the head count as soon as possible.

After the successful evacuation and headcount, await for further instructions from the emergency response personnel for the recommended course of action.

****** DISABLED OCCUPANTS ******

If a disabled occupant is unable to exit the building unassisted, the *Office Administrator/Lecturer* must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down staircase should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation staircase.

