



AC.3.15.1 Death of a Student

Schedule A: Notifications and Responsibilities

Associate Vice President, Learner and Academic Services

- Notifies all of the following:

1. President and CEO	403.284.8581
2. Vice President, Academic	403.210.4262
3. Vice President, Finance and CFO	403.284.8588
4. Vice President, External Relations	403.284.8180
5. Vice President, Corporate Development & Applied Research	403.210.4409
6. Supervisor, Student Development and Counselling	403.284.8907
7. Student's Dean and Associate Dean	TBD
8. Senior Manager, Safety and Community Services	403.774.4898
9. Registrar	403.284.8857
10. President, SAIT Students' Association	403.284.8065
11. Chief Information Officer	403.284.8114
12. Associate Vice President, Communications department	403.210.4334
13. Manager, Learner Success Services department	403.210.5764
14. Manager, Health, Safety and Environment department	403.284.8051
15. Director, Commercial Services	403.210.5751
16. Director, Applied Research and Innovation Services	403.210.4409

- Notifies some of the following, depending on the particular circumstances of each situation:

17. Apprenticeship liaison coordinator	403.284.8843
18. Coordinator, insurance management	403.284.7021
19. Athletic Director, Athletics & Recreation department	403.284.8033
20. Director, Alumni and Development department	403.284.7011
21. General Manager, Residence	403.774.4782
22. Manager, International Centre	403.284.8273
23. Study Abroad office	403.774.4971
24. Manager, Library	403.210.4477
25. Associate Vice President, Employee Services	403.284.8966
26. Parking Operations	403.210.5842
27. SAIT's legal counsel	TBD

President and CEO:

- Sends a formal letter of condolence to the student's next-of-kin
- Notifies the following individual:

1. Chair of the Board of Governors	TBD
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Vice president responsible for the Office of the Registrar:

- Arranges for lowering of the flag, where appropriate

Supervisor, Student Development and Counselling

(Working with Interfaith Centre, Employee and Family Assistance Plan counsellors, and other SAIT resources as necessary):

- Participates in developing an action plan for each situation
- Assist deans/associate deans/schools/departments in developing a plan for announcements, support, verifying immediate details around a student's death, etc.
- Offers crisis debriefing and support as necessary
- Assists schools/departments with announcements and/or support for classmates as required
- Updates internal student records
- Facilitates services and support for SAIT employees as needed
- Assists with campus memorial services

Office of the Registrar:

- Obtains and keeps written documentation confirming the student's death
- Authorizes any refund of tuition and fees
- Updates BANNER records
- Arranges for a posthumous credential, if appropriate

Dean/Associate Dean of the student's school/department

- Verifies immediate details around a student's death
- Works with supervisor, Student Development and Counselling and with other SAIT resources such as the Interfaith Centre and Employee Assistance and Family Plan Counsellors
- Notifies the following:

1. Student's Academic Chair/Coordinator	TBD
2. Student's program instructors and program staff	TBD
3. Student's service instructors	TBD

Academic chair/coordinator

- Works with the student's dean/associate dean to develop a plan for notifying student's classmates, program instructors, program staff and service instructors of the student's death
- Works with the supervisor, Student Development and Counselling to arrange for support for the student's classmates and instructors
- Coordinates with Security for the student's locker(s) to be emptied and the possessions to be made available to the student's next-of-kin

Manager, Learner Success Services department

- Determines if service areas have a file for the deceased student
- Notifies service area personnel who may have had contact with the student
- Removes student from contact lists and close student's files

President, SAIT Student's Association

- Offers condolences to the student's next-of-kin
- Contacts Student Health Insurance

Chief Information Officer

- Works with student's academic chair/coordinator to resolve issues related to the deceased student's computer/laptop/electronic files
- Freezes student's computer account
- Retains electronic information for six months or until that information is no longer required by any enforcement agency, whichever time period is shorter

Director, Alumni and Fund Development department

- Amends internal alumni telephone list as appropriate and place a note on the "Parent File"

Associate Vice President, Communications department

- Sends out communication about student's death to the SAIT community, in collaboration with student's next-of-kin and student's school

Finance department

- Sends any refund of fees, as directed by the registrar, to the deceased student's estate
- Does not send outstanding fees/tuition to Collections

Coordinator, insurance management, Finance department

- Investigates and processes claims

Manager, Library

- Waives outstanding fines and clears any outstanding books
- Does not issue any bills

Manager, Recreation

- Waives any outstanding bills and clears any outstanding equipment on loan
- Does not issue any bills

Parking Services

- Waives outstanding fines and sends any refunds to the deceased student's estate
- Does not issue any bills