



## 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
2. Vice President, Academic
3. Vice President, Finance and CFO
4. Vice President, External Relations
5. Vice President, Corporate Development & Applied Research
6. Supervisor, Student Development and Counselling
7. Student's Dean and Associate Dean
8. Manager, Security and Emergency Services
9. Registrar
10. President, SAIT Students' Association
11. Chief Information Officer
12. Director, Communications
13. Manager, Learner Success Services
14. Manager, Health, Safety and Environment
15. Director, Commercial Services
16. Director, Applied Research and Innovation Services
17. Associate Vice President, Employee Services
18. Manager, SAIT Health Clinic

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

19. Apprenticeship liaison coordinator
20. Coordinator, insurance management
21. Director, Athletics and Recreation
22. Director, Alumni and Development
23. General Manager, Residence
24. Director, International Centre
25. Study Abroad Office
26. Manager, Library
27. Parking Operations
28. SAIT's legal counsel

#### 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
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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
- Assists deans/associate deans/directors/schools/departments in developing a plan for announcements as appropriate, provides support, etc.
- 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

**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
2. Student's program instructors and program staff
3. Student's service instructors

**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 the Manager, Security and Emergency Services 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, in collaboration with other SAIT stakeholders
- Contacts Student Health Insurance

**Chief Information Officer**

- Works with student's academic chair/coordinator to resolve issues related to the 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, International Centre**

- Liaises between SAIT and the student's next-of-kin and arranges for an interpreter as necessary
- Works with the next-of-kin if they wish to travel to Calgary (including arranging accommodation at SAIT's Residence) and helps to collect student's personal effects
- Notifies the applicable embassy/consulate of the student's home country
- Connects with insurance provider and SAIT's coordinator, insurance management, to initiate repatriation claim and to manage insurance policy issues
- Where appropriate, assists with arrangements to repatriate student and any immediate family members to country of origin
- Notifies local community associations to which the student was known to belong

**Director, Alumni and Development department**

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

**Director, Communications department**

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

**Associate Vice President, Employee Services**

- Where requested, coordinates supports for employees impacted by the death
- Makes arrangements for leaves/time-off for employees who may require time away
- Liaises with Employee and Family Assistance providers to ensure adequate supports are available
- Explores other accommodations that impacted employees may require

**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

**Director, Athletics and 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

**Residence**

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

Revised: March 24, 2021