



TIMBERLINE CANADIAN ALPINE ACADEMY

INTERNATIONAL STUDENT HANDBOOK &
ACADEMIC CATALOGUE

2024 - 2025

*Registered Post-Secondary Vocational College based in Iyethka Stoney
Nakoda, Ktunaxa, Secwépemc, Tsuut'ina, Siksikaitstapi, Nehiyaw, Dene,
Metis and Treaty 7 Territory*

Timberline Academy is an Alberta approved post-secondary career college located in Iyethka Stoney Nakoda, Ktunaxa, Secqépemc, Tsuut'ina, Siksikaitsitapi, Nehiyaw Dene, Metis and Treaty 7 Territory, also known as the Bow Valley or *Banff, Alberta, Canada*.

Our goal is to provide a packaged educational experience that offers professional skills towards outdoor adventure tourism careers as well as deeper understandings of Bow Valley culture, heritage, relationships, ecology, and a strong sense of community.

We seek out a variety of highly skilled and knowledgeable working and retired professionals in the outdoor community and invite them to share their experiences and instruct our courses. This provides students with a diverse array of local, practical, and necessary knowledge, while also connecting them to the community so that they may smoothly transition into professional careers.

We also seek to create a community learning environment where students can find friendship and support with one another, Timberline staff, and the greater Bow Valley and outdoor community. We do this through hands-on, group-based field trips, labs, projects and experiences, facilitated discussions, and inclusive social activities like short hikes, curling, yoga, and hockey nights. Our staff, instructors, and friends in the community are always keen to support students to develop strong interpersonal and leadership skills.

As the outdoor industry and the communities we live in evolve, so does Timberline, incorporating new industry and community standards into our ever evolving curriculum. The certificates and internship opportunities we offer allow students to begin outdoor leadership careers immediately after programming, however we hope that our programming also inspires students to continue to seek new knowledge and opportunities for growth and learning throughout their careers.



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ADMISSIONS

Our admissions criteria are designed to support students' academic success, as well as successful transitions to future life-long learning experiences.

1. Admission Requirements

1.1. Application Requirements:

- 1.1.1. Be a graduate of a Canadian secondary school, or equivalent
- 1.1.2. Meet all specific program or course admission requirements
- 1.1.3. Successfully complete an admission interview to determine suitability
- 1.1.4. Completed stipulated English proficiency requirements, where applicable.

1.2. International Students:

An applicant to Timberline who is not a Canadian citizen or landed immigrant is considered an international student. All programs offered by Timberline Academy are open to international students.

For international students, additional admission requirements may include language proficiency tests. If deemed necessary by the Timberline team after the interview process the student must complete a minimum score of 6.5 on the TOEFL test.

Foreign students will have additional requirements regarding eligibility for admission. Foreign Students studying in Canada for more than 6 months must have a valid Student Permit. Foreign students in possession of a valid Student Permit may be admitted to any/all programs and courses.

Individuals without a Student Permit who are in Canada under the provisions of an immigration authorization will be allowed to register in Timberline Academy programs if they have Refugee Status: To be admitted in the same manner as a Canadian citizen. Can attend both credit and non-credit courses at regular tuition rates.

1.3. Admission Interviews: After reviewing applications, some individuals may be asked to attend an interview with Timberline Academy staff to help determine the applicant's readiness for admission. Admission interviews may be conducted in person, by telephone, or by video conferencing.

1.4. Exemptions: The General Manager or Executive Director of Timberline Academy may grant exemptions to admission requirements.

- 1.5.** Acceptance: Timberline Admissions will give written notice to applicants who have been accepted into a program offered by Timberline Academy. A non-refundable registration fee of \$500 is required within 4 business days after the signing of the contract to secure a place in the Winter Skills Semester Internship Program and the Outdoor Adventure Guide Diploma. This fee will be applied to the total tuition fee.

2. Successful Applicants

- 2.1.** Successful applicants must submit:
 - 2.1.1.** A signed Liability Waiver, provided by Timberline Academy
 - 2.1.2.** TOEFL results, if required
 - 2.1.3.** Legal Release Document: Due to the varying levels of risk associated with adventure sports and outdoor activities, participants must sign Timberline Academy's Liability Waiver. This form will be forwarded to applicants from Timberline staff upon acceptance to the program. Participants may want to seek legal advice regarding their signing of this form.
 - 2.1.4.** Clothing and Equipment: Students provide their personal clothing and equipment, such as a backpack, skis or snowboard, poles, helmet, and boots. Timberline Academy has associations with a number of local businesses and shops who can provide necessary equipment for purchase or rent at a discounted price. Please contact Timberline staff for more information on equipment and discounts.

3. Students & Participants

- 3.1.** Student: is defined as a person enrolled in:
 - 3.1.1.** Winter Skills Instructor Internship Certificate Program
 - 3.1.2.** Outdoor Adventure Guide Diploma Program
- 3.2.** Participant: is defined as a person enrolled in:
 - 3.2.1.** Any other programming such as the 4 Week Program, 12 Week Program or stand alone participation in the Whitewater Canoe & Raft Guide School, Mountaineering Adventure Skills Program, or open studies.

PRIVACY OF STUDENT RECORDS

1. Coverage & Exceptions

- 1.1.** This policy covers the regulations and procedures for collecting, maintaining and destroying records pertinent to Timberline Academy students, employees and programs. Timberline Academy regards the information contained in a student's permanent record as personal and private. Therefore, no transcript or other personal information about a student will be released except in the following circumstances:
 - 1.1.1.** Information released to the student;
 - 1.1.2.** Information released with the written authorization of the student;
 - 1.1.3.** Information, pertaining to delinquent debts owed by students to Timberline Academy, released to Timberline Academy's collection agents to facilitate recovery of such debts;
 - 1.1.4.** Information released in response to a court order;
 - 1.1.5.** Information, pertaining to delinquent debts owed by students to the Canada Student Loan program, released to the government's collection agents to facilitate recovery of such debts;
 - 1.1.6.** Information released to government departments for the purpose of statistical analysis and research, provided there is an assurance of confidentiality.

2. Records Kept

- 2.1.** Timberline Academy is required to keep the following in a separate file for each student:
 - 2.1.1.** Record of marks obtained throughout the program
 - 2.1.2.** Transcripts
 - 2.1.3.** Credential(s) awarded
 - 2.1.4.** List of texts, supplies, equipment etc. provided to student
 - 2.1.5.** Evidence of admission requirements (e.g. high school transcript, etc.)
 - 2.1.6.** Student enrollment contract
 - 2.1.7.** Record of payment of tuition, fees, books
 - 2.1.8.** Attendance records
 - 2.1.9.** Correspondence between the institution and the student

3. Record Retention

- 3.1.** All files will be kept in a secure, password protected, online repository that only the Director and General Manager have access to. Any paper or hardcopy documents will be locked in a safe location with limited access to the Timberline Academy Executive team.
- 3.2.** Where records are to be kept permanently, duplicate records of any kind, not used as working copies, shall be eliminated keeping only the original.

3.3. Records Retention Schedule:

- 3.3.1.** One Year: Correspondence, General: i.e. congratulations, greetings, etc., Job applications
- 3.3.2.** Two Years: Agendas, Day Files, Insurance Policies – Expired, Student Medical Records, Student Records
- 3.3.3.** Five Years: General Correspondence, Public Relations, Detailed Budget Working Papers, Equipment Inventory Records, Program Profile Data, Purchasing Documentation (Purchasing, Receiving & Stores)
- 3.3.4.** Seven Years: Accident Reports, Bank Deposit Books/Bank Statements, Bills of Lading, Budgetary Information, Planning and Research Correspondence, Special Projects Correspondence, Commitments of any kind Correspondence, Employees' Daily Time Reports/Sick Leave Reports, Employee Records (after termination) Expense Reports, Federal Income Tax Returns, Liability Forms, Insurance – Disability, Insurance – Pension, Insurance Policies - Property, Liability, etc., Inventories Year-End, Job Postings, Legal Correspondence, Agreements, Contracts, (after expiration), Miscellaneous Contracts and Agreements (after expired), Payroll Data - Part-time Employees (after termination), Purchase Orders, Requisitions, Research Projects, Safety and Occupational Health Correspondence, Source Documentation, Invoices, Sales Summaries, Journal Entries, Student Registration Data Forms, Tax Back-up Records
- 3.3.5.** Permanently: Annual Reports, Archival Information, Audited Enrollment Reports, Audited Financial Statements, Board Minutes, Collective Agreements, Course Calendars, Credit Course Outlines, Legal Deeds and Leases, Mission and Goals Statements, Original Grade Statements - signed by Instructor, Permanent Student Record Files, Personnel Files (active employees), Public Bodies Reports, Records of Files Destroyed

4. Record Destruction

- 4.1.** Permission for the destruction of records must be given by the Director of Timberline Academy prior to their destruction. When records have been identified as those to be destroyed, and permission to do so has been given by the Director, the records are to be either burned, shredded or sent to the landfill and should be identified as such by the Director.

LICENSING

This policy covers the procedures in the case of additional program licensing, changes to current program licences, and licence cancellation for Timberline Academy.

1. Licensing Additional Programs

- 1.1. Two Timberline Academy programs are licensed under the Private Vocational Act as of October 2024: Winter Skills Instructor Internship Program and Outdoor Adventure Guide Diploma. Should Timberline Academy seek to offer additional vocational programs, they will contact the Private Career Colleges (PCC) Branch before submitting a licensing application package to confirm whether licensing under the *Private Vocational Training Act* is required and to determine what information/documentation will need to be included with the application. Depending on the field of study, Timberline Academy may be required to complete specific licensing documentation or submit additional documentation if the training is in an area that has not been reviewed before by the PCC Branch.

2. Changes to Licensed Programs

- 2.1. If, based on industry feedback, significant changes to a licensed program are required, the PCC Branch must be advised of the proposed change(s) including the rationale. Timberline Academy will submit the notification of change form with all required documentation to the PCC Branch. The PCC Branch prior to implementation must approve these changes.

3. Licence Cancellation:

- 3.1. Should Timberline Academy no longer offer one or more licensed vocational training programs or close the institution in an orderly fashion, a written request for the cancellation of a licence will be sent to the Private Career Colleges (PCC) Branch, indicating the date the last student left the program. Licence cancellation can only take place when evidence has been received that there are no outstanding student contractual obligations.

3.2. Licence Cancellation for Orderly Institution Closures:

Timberline Academy may be required to submit tuition refund information/documentation for a required time frame with respect to former students who either withdrew from licenced training or their studies were terminated by Timberline Academy. The PCC Branch will provide the template to be used for this purpose.

Once the PCC Branch has received and reviewed all required information and/or documentation, Timberline Academy will provide written confirmation that there are no outstanding student contractual obligations with respect to licensed training. For licensees that have posted letters of credit, this written confirmation will be in the form of a statutory declaration (to be provided by the PCC Branch).

Licence cancellation can take place 60 days after the last contracted student left licensed training, provided no compliance matters arise regarding former students. Following licence cancellation, letters of credit can be released and surety bonds can be cancelled.

3.3. Licence Cancellation for Program(s):

If Timberline Academy wants to cancel one or more licensed programs but will continue to offer other licensed programs, Timberline Academy must submit written confirmation to the PCC Branch stating that all students have finished the program(s) and that there are no outstanding contractual obligations.

Once this confirmation has been received, licence cancellation of the specific program can take place 60 days after the last contracted student left licensed training, provided no compliance matters arise regarding former students.

STUDENT SUPPORTS

1. Admissions Support

- 1.1.** Timberline Academy's staff will ensure timely and professional admissions processing and registration assistance. Students can contact staff for information on any Timberline programs, fees, application assistance, or other questions.

2. Arrival and Orientation

- 2.1.** Timberline Academy staff provide arrival services and orientation from the moment students arrive in Calgary (if flying) or Banff (if driving). Timberline staff personally greet all new students, help them organise their belongings, settle into student accommodations, and provide orientation tours of the Town of Banff and all important health, academic, social, community, and emergency services.
- 2.2.** Fly-in students: Timberline staff will personally greet fly-in students at the airport, help them with their baggage, and provide transport to a prearranged hotel in Calgary for a one night stay or direct to accommodations. During this time, Timberline staff can help international students with further processing of student visas and necessary documents. This is also an opportunity for international students to meet one another and Timberline staff, get oriented, and explore the city of Calgary. Timberline staff will arrange for all fly-in students to be transported together to Banff, where staff will greet the students again, help them organise their belongings, settle into student accommodations, and provide orientation tours of the Town of Banff and all important health, academic, social, community, and emergency services.
- 2.3.** After the students have had 24 hours to settle into Banff, Timberline staff will provide 2 days of orientation to go over: staff introductions, courses, scheduling, policies, code of conduct, student expectations and pathways for success, community and social conduct, basic wildlife respect and safety for life in Banff National Park, and review local health, academic, social, community, and emergency services and important phone numbers and contacts. Day 2 will focus on equipment orientation and trips planned for the upcoming season. During the two days, there will be multiple icebreaker activities and opportunities for students to get to know one another and Timberline staff, ask any questions, and receive assistance as needed.

3. Social Events

3.1. Timberline staff plan several staff attended, optional social events throughout the season for students to get to know one another, as well as with past years students, staff, and local community in an informal and healthy setting including: orientation week Town of Banff scavenger hunt, orientation week bowling, Ski/Board Instructor Training Level I & II celebrations, mid-winter banquet, end of winter season banquet, several healthy-meal potlucks, and staff led introductions to regular community-run events such as chilli night, trivia night, and open mics.

4. Counselling - Academic/ Career/ Health/ Social

4.1. Any student may request support, counselling, or assistance at any time. Timberline Academy will always have at least one or more staff members who can respond to emails, texts, phone calls, or in person requests every day of the week.

4.2. Academic / Career Counselling: Timberline Academy has dedicated Academic Advisors who can provide program planning, registration, study support and skills counselling, career support and counselling. Staff are trained or experienced in supporting international students, English Second Language students, and cognitively diverse learners.

4.3. Health and Wellness Counseling: Timberline Academy has a dedicated health and wellness aid who can provide basic counselling for any students upon request and can direct and assist students in seeking out further support. All Timberline staff are also trained in basic social support best practices and can direct and assist students in seeking out further support.

4.4. Cross-Cultural Counselling: Timberline Academy has a dedicated staff who can provide support and guidance for international students including: cultural adaptation, information sessions and confidential one-on-one counselling.

5. International Student Support

5.1. Any student may request immigration support at any time. Timberline Academy has dedicated staff who are trained and experienced in federal immigration regulations pertinent to students studying at Timberline Academy. Staff can support students in their processes and assist with any questions or problems they may have during their time with Timberline.

POLICIES & CODE OF CONDUCT

1. Policies

- 1.1.** Students, staff, and instructors are all expected to follow Timberline Academy's Code of Conduct. All students receive 2 hard copies of the Timberline Code of Conduct, one they must sign and return to a staff member, and another which is in their student guidebooks for their own personal reference. All instructors and staff also receive or have access to hard and digital copies of the Code of Conduct.

2. Timberline Alpine Academy Code of Conduct:

- 2.1.** The number one priority at Timberline Academy is to ensure the safety and well-being of our students throughout every aspect of the program. We are committed to creating an environment that promotes integrity, community, diversity, and respect. This Code of Conduct serves as a compass, outlining the standards of behaviour and principles that every Timberline Academy student is expected to uphold. Timberline Academy is part of the greater Bow Valley community, and the standards of behaviour in this Code of Conduct should be upheld in all areas of the community. This includes, but is not limited to: student accommodation, student transportation, classroom space, ski resorts, and work experience placements..
- 2.2. Discrimination:** Timberline Academy believes all our community has the right to study, work and live in an environment free from all prejudice and abuse. We are committed to a strict zero tolerance policy on any discrimination, harassment or bullying regarding sexual conduct, race, sex, disability, gender, age, sexual orientation, beliefs and socio-economic background. Additionally, any form of sexual, physical, verbal or emotional abuse will not be tolerated and is grounds for immediate termination of student enrolment.
- 2.3. Threats or Acts of Violence:** Any threats of violence or any violent act will result in the immediate termination of student enrolment at Timberline Academy and eviction from student accommodation.
- 2.4. Student Accommodation:** Student accommodation is a shared environment with your peers and the expectation is that it should be a safe, clean and comfortable place for everyone. Each student will sign a lease agreement for their accommodation at the beginning of the program. The students/tenants agree to take good care of the premises and keep them in a clean condition. All cleaning supplies will be initially provided, however it is the responsibility of the household to replace these supplies as needed. Monthly scheduled inspections of each property will be conducted to ensure care of the premises is being upheld. Each student will place a \$300CAD damage deposit on their apartment before moving in and a housing inspection report will be completed upon move in and move out of the accommodation. The damage deposit

will be refunded once the move out inspection is complete and the property is found in the same condition as when the tenants moved in. Each student is entirely responsible for any guest they bring to their apartment and the conduct of those guests. Any serious act perpetrated by a guest of a student will result in the student in question being evicted from the premises.

- 2.5.** Student accommodation is provided as a resource for all Timberline Academy students to use. Only students who are enrolled full-time may use Timberline Academy accommodation or otherwise at the discretion of the Director. Should a student withdraw or have their enrollment terminated, they must vacate Timberline Academy accommodation within 72 hours. A noise complaint or other misconduct will result in an oral warning. If the issue persists, a formal warning will be given and/or notice of eviction if a major breach has occurred. Any issue that results in the willful destruction of property, act of violence, threat of violence, use of illegal drugs, improper use of fire alarm system or any other act that could compromise the immediate safety of a fellow tenant or neighbour will result in eviction and likely termination of enrolment. Evicted students/tenants would have 24 hours to vacate the premises.
- 2.6. Partying:** The consumption of alcohol in a responsible social environment is permitted within Timberline student accommodation. However, large parties/gatherings are strictly prohibited. Non-tenants must vacate the premises by 9:30pm and tenants must reduce noise to a minimum if they choose to stay. In violation of this policy, all tenants of the apartment will be issued a formal warning from Timberline. If tenants receive a ticket from the town of Banff, it is the tenants' responsibility to cover that cost.
- 2.7. Alcohol:** The drinking age in the province of Alberta is 18 years old. Any excessive use of alcohol that affects the well-being of yourself, fellow tenants, or neighbours will result in a warning or potential eviction from student accommodation.
- 2.8. Cannabis, Tobacco & Vaping:** The use of tobacco, cannabis and vapes is permitted in designated outdoor smoking areas located outside of student accommodation buildings. Cigarette and cannabis butts must be disposed of properly. Failure to comply will result in a warning. Smoking and vaping within the apartments is strictly prohibited. Smoking or vaping within an apartment will be considered to be the willful destruction of property. Note that any use of cannabis at your internship will result in immediate dismissal from your internship. Any use of cannabis during a Timberline expedition, classroom day or field day will result in a suspension from that day and possible long-term suspension from programming.
- 2.9. Drug Use:** There is a zero-tolerance policy on illegal drug use within all Timberline accommodation. The use of illegal drugs within the accommodation is grounds for immediate eviction from all Timberline properties. Tenants with guests who violate the drug use policy will also be subject to eviction from Timberline properties. This policy is for your safety and the safety of your roommates.
- 2.10. Academic Integrity:** Students must attend all mandatory programming during the semester. Attendance will be taken at every mandatory workshop, training, field trip, or

other programmed activity. Students may only be excused from classes due illness, death of a family member, or other unavoidable circumstances. If a student is excused from 50% or more of the course, or if they miss more than the industry qualifying attendance necessary to receive certification for the course, the student cannot receive credit for the course and will be assigned Medical Withdrawal or Withdrawal as applicable. Students must also complete all mandatory assignments without plagiarism. Citations in APA style must be included for ALL oral, written or otherwise delivered exercises or assignments. Any academic misconduct and/or failure to follow the policies outlined here will result in:

- 2.10.1. Warning:** The student will be warned of their misconduct and have 72 hours to remediate as instructed by Timberline staff.
- 2.10.2. Suspension:** If an academic warning is not remediated by the student within 72 hours, the student will be suspended for a minimum of one calendar week or until the remediation is completed as instructed by Timberline staff. A suspension includes:
 - Student ski pass will be blacklisted from all resorts (no skiing/riding)
 - Student ski/snow internship will be suspended (no work) and your ski resort employer will consider your absence unexcused and therefore subject to their employment standards policies for unexcused absences from work.
- 2.10.3. Dismissal:** If the academic warning is not remediated by the student after suspension, the student will be dismissed from all Timberline programming for the current season. Entry into future seasons may be discussed and allowed at the discretion of the director.

STUDENT COMPLAINT & DISPUTE RESOLUTION

1. Complaints against Students and Staff

- 1.1. Any student or any other member of the Timberline community who believes a student or staff member has engaged in unacceptable conduct may make a written complaint to Timberline Management staff. All supporting information should be provided with the complaint.
- 1.2. Upon receiving a complaint, the Director or General Manager will review the complaint and the supporting information provided. If either decides there is a reasonable basis to conclude that the student may have engaged in unacceptable conduct for which consequences under this policy would be appropriate, the Director informs the student, in writing, of the complaint; and provides copies of the complaint and any supporting information to the student and to the executive team. The Director will select a chair and two other members to serve on a Student Conduct Review Committee.
- 1.3. A complaint should be made within thirty (30) calendar days of the occurrence of the alleged unacceptable conduct. The executive team does not proceed with a complaint made more than thirty (30) days after the occurrence of the alleged unacceptable conduct, unless the person making the complaint explains, in writing, why she/he/they were unable to make a complaint within the time limit. The Director may, in her/his discretion, extend the time limit to make a complaint on any terms she/he considers appropriate in the circumstances, or may refuse an extension of time and dismiss the complaint.

2. Review of Complaints

- 2.1. A student who is the subject of a complaint may provide a written response to the complaint, as well as any information supporting that response, to the Student Conduct Review Committee.
- 2.2. The committee will review the complaint, together with the student's response and any other information provided.
- 2.3. The committee may, at its discretion, hold a meeting with the student. If such a meeting is held, the committee may invite any other persons, other than legal counsel, it considers appropriate to attend, and the student may attend with a representative of her/his choosing, other than legal counsel.
- 2.4. After its review of the complaint, the committee will decide if the student has engaged in unacceptable conduct, and, if so, the committee may take any action it considers appropriate.

- 2.5. The committee will provide a statement to the student, setting out the committee's decision and the reasons for its decision.

3. Academic Appeals

- 3.1. If a student has a complaint about a particular course, assignment mark, or instructor, the student should discuss the problem with the instructor as the first step. If the problem is not resolved or the problem is such that the student does not wish to approach the instructor, the student should discuss the problem with Timberline Academy's Director or General Manager. After going through the student complaints process, students may request a review of Timberline's academic decision.
- 3.2. Students may request a formal review of a Timberline Academy academic decision. Requests for formal reviews (academic appeals) are accepted only after the student complaint process is complete and final letter grades have been assigned. The first step is to discuss the grade with the Instructor. The student will be given a form to complete if she/he/they choose to proceed. A request for a formal review of an academic decision must be submitted in writing, together with relevant information and the appropriate fee, to the Timberline executive team within thirty (30) calendar days of the date on which the decision was mailed. The fee is refunded if the student's appeal is successful. The request must include:
 - 3.2.1. A clear and concise statement of the decision that is being appealed.
 - 3.2.2. A chronology of events involved in the appeal, including details of attempts to resolve the issue informally.
 - 3.2.3. The desired outcome sought by the student.
 - 3.2.4. All documentation the applicant wants to be reviewed. Students requesting a review of a decision on work that has been returned to them must submit the original work with their request.
- 3.3. The Timberline executive team reviews the request for a formal review and supporting information provided. If the manager of Student Affairs decides there is a reasonable basis for a formal review, she/he forwards the request to the Standing Committee on Academic Reviews.
- 3.4. The Timberline executive team does not proceed with a request made more than thirty (30) calendar days after the date on which the decision was mailed, unless the student explains in writing why she/he was unable to submit the request within the time limit.
- 3.5. The Timberline executive team may, at their discretion, extend the time limit to request a review on any terms the Timberline executive team considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for a review.
- 3.6. The Timberline executive team appoints a committee chair and two members, one of whom is a tutor or instructor, to serve on the Standing Committee on Academic Reviews.

- 3.7.** The committee reviews the information submitted by the student and any other information provided.
- 3.8.** The committee, at its discretion, may hold a meeting with the student. If such a meeting is held, the committee may invite any other person(s) it considers appropriate to attend, other than legal counsel, and the student may attend with a representative of her/his choosing, other than legal counsel.
- 3.9.** After its review, the committee informs the Timberline executive team in writing of the decision within thirty (30) calendar days. The committee may rescind or vary any previous academic decisions made.
- 3.10.** The Timberline executive team informs the student of the decision in writing.
- 3.11.** No further reviews are permitted.

TUITION & FEE SCHEDULE

1. Payments

- 1.1. All payments should be issued to Timberline Canadian Alpine Academy. Payments may be delivered directly to designated staff, mailed or e-transferred to the following address, or arranged through external scholarship & grant providers.

Timberline Canadian Alpine Academy
PO Box 4755
Banff Alberta T1L 1E9
CANADA

2. Application Fee

- 2.1. Timberline Academy may collect an application fee before a student contract is signed to cover administrative costs associated with determining whether a prospective student meets the admission requirements. Application fees do not fall under the PVT Regulation and are not included in the student contract.

3. Registration Fee

- 3.1. Once Timberline Academy is satisfied that admission standards have been met, it may enter into a contract with the student and collect a non-refundable registration fee of up to \$500.00 + %5 GST. This registration fee must be credited to unpaid tuition if the student starts the program in accordance with PVT Regulation.
- 3.2. Payment for books, supplies, uniforms may also be collected at this time. However, no other fees, e.g. student membership, locker fees, etc. can be collected until training begins.

4. Tuition Fees

- 4.1. The total tuition fee to be paid upon the start of the program less the registration fee of \$500.
This tuition fee covers all program certifications, training, orientation week events, ski pass, transportation, temporary accommodation and year-end events. This does not include accommodation for the entirety of the program, for personal equipment, airfare or meals.
Timberline Academy does not accept tuition fees from prospective students prior to the start of the program. Tuition paid by a third party approved by the Director, Private Career Colleges, can be accepted before training begins.

5. Tuition Schedule:

- 5.1. Upon Application - \$0 application fee for students applying to the program
- 5.2. Upon signing the student contract with Timberline Academy - \$500.00 registration fee credited towards the tuition fee.
- 5.3. First day of program - Tuition paid in full on semester-by-semester basis according to the following schedule:

Semester:	Date full payment due:
Winter 1 (October - April)	October 21
Spring (May/June)	May 1
Winter 2 (October - April)	October 21
Total	October 21

*Outdoor Adventure Guide Diploma students must complete at least two spring programs (May/June) and one summer internship. Students may select whether they would like to complete any of these requirements during their first or second season.

6. Tuition Refunds:

- 6.1. Full or partial tuition will be refunded to the student or financier if the student clearly requests removal from any program. Clear request for removal includes a written email request for removal and a phone call or in person discussion with the Director. The refunded amount will be determined according to the following schedule:
 - On or before the 4th business day after signing their student enrolment contract - full refund.
 - On or before 10% of training has been provided - %75 refund
 - When more than 10% and less than %50 of the training has been provided - 40% refund.
 - After more than 50% of the training has been provided - %0 refund.

7. Other Fees:

- 7.1. **Gear:** Various technical gear and basic outdoor clothing will be required to engage in all Timberline Programming. Avalanche safety equipment (shovel, transceiver, probe), mountaineering equipment (rope, harness, other climbing devices), and shared camping items (tent, camp stoves) will be provided for all relevant programming. All other gear must be bought or rented by students. Students will receive pro-deals from select brands to help with costs. Refunds will be determined by the retailer and not handled by Timberline. Required gear that students must purchase includes:
 - Winter boots, insulated pants, jacket, mitts/gloves and other layers as needed
 - Skis/board, ski/board boots, ski poles, helmet, and goggles
 - Two backpacks: a 40 litre daypack and a 70 litre expedition pack
 - Drysuit (Whitewater Program ONLY)

- Personal floatation device (Whitewater Program ONLY)
- Climbing shoes (Mountaineering Program ONLY)
- Mountaineering boots (Mountaineering Program ONLY)
- First Aid Kit (Mountaineering Program & Winter 2 ONLY)
- Sleeping bag (Mountaineering Program & Winter 2 ONLY)
- Ski touring or Splitboard setup (Winter 1 provided; Winter 2 student must purchase)

7.2. Educational Resources: All educational resources such as books, articles, and reference material will be supplied by Timberline. Not all materials will be printed. Students may request printed copies of digital material or print/purchase their own.

8. Health Care:

- 8.1.** Students from Alberta: who have sufficient coverage from the Alberta Health Care Insurance Plan (AHCIP) are not required to purchase or apply for additional health care coverage.
- 8.2.** Canadian Students from out of Province: who are attending Timberline Academy in Alberta, and plan to return to their home province after completing the program, must remain covered under their home province's health insurance coverage. If the student plans on remaining in Alberta for an extended period of time following the completion of the program, they may apply for AHCIP as outlined below.
- 8.3.** International Students: with study permits valid for less than 12 months, may be eligible for AHCIP coverage if their application is accompanied by a letter from the school confirming their enrollment and their intent to reside in Alberta for at least 12 months. Students who transfer to an educational institute outside Alberta or move to another province or territory are no longer eligible for AHCIP coverage and must contact AHCIP to have it cancelled. International students are strongly encouraged to purchase adequate coverage when not covered by AHCIP (i.e. for studies shorter than 12 months duration). In some countries, people are covered for medical or dental treatment and go to a doctor, dentist or hospital and receive treatment at no cost. This is NOT the case in Canada. All International Exchange Students studying at Timberline Academy must make sure they have adequate medical insurance to cover any medical care while they are in Canada. If students do not have medical insurance they are responsible for paying all costs for medical treatment themselves. There are a variety of options for international students depending on their intended length of stay and visa allowances.
- 8.3.1.** Private Insurance: We advise students to talk with two or three insurance agents and compare prices and services before purchasing a plan. As the provincial plan does not cover prescription drugs, rehabilitation, dental or ambulance transport, some students may choose to purchase additional private health insurance to supplement the provincial health care option.

- 8.3.2.** Students who have a 12-month study permit (365 days or more, valid for an Alberta educational institute such as Timberline) and who will reside in Alberta for 12 months or more are eligible for [Alberta Health Care Insurance Plan](#) coverage and are encouraged to apply. This is free basic insurance coverage for all Albertans and covers: Doctor visits (average cost \$25 - \$35 or more), Laboratory tests, Hospital costs should you be admitted to hospital (\$1000+ per day). AHCIP does not cover: Prescription drugs, Rehabilitation needs, Dental services, Ambulance transport. As an International Student, even if you are eligible for AHCIP, you may still want to consider purchasing additional coverage. Timberline staff are available to help students apply for health coverage.
- 8.3.3.** Students with Study Permits valid for more than 3 months, but less than 12 months, may be eligible for AHCIP coverage if their application is accompanied by a letter from the student confirming their intent to reside in Alberta for at least 12 months. This can generally be proven with the inclusion of a lease agreement which states the length being a 1 year period or greater (proof of residency).
- 8.3.4.** Registering: All eligible residents of Alberta must register themselves and their dependents with the Alberta Health Care Insurance Plan (AHCIP). If you are a new or returning Alberta resident, you must register for AHCIP coverage to receive insured hospital and physician services. *All eligible Alberta residents with appropriate documentation will be provided coverage.* Timberline staff are available to help students apply for health coverage.
- 8.3.4.1.** If the application is received within 3 months of entry into Alberta, coverage is effective on the date of either entry into Alberta or the date signed on the Study Permit, whichever is later.
- 8.3.4.2.** The student must not be claiming residency or obtaining benefits under a claim of residency in another province, territory or country.
- 8.3.4.3.** Students who are ineligible to obtain coverage under AHCIP must purchase a private plan through an insurance company or agent, in their home country or on arrival in Canada.
- 8.3.4.4.** For students who do arrive in Canada without insurance coverage, medical insurance providers are authorised to provide this service to those who apply within five days of arriving in Canada.

9. Student Housing:

9.1. Timberline student housing is optional and highly recommended. Banff is a popular tourist destination with few stable and affordable housing options. Students will have an easier time adapting to life in Banff and engaging in Timberline programming if they live with other students. Students who choose not to live in student housing must provide proof of stable housing plans. Student housing options are as follows:

Student Housing Type:	Rent per month*:	Winter 1 (November- April):	Spring (May-June):
Single Room (1 bed, 1 occupant)	\$1050.00	\$6300.00	\$2100.00
Shared Room (2 beds, 2 occupants)	\$825.00	\$4950.00	\$1650.00

9.2. Damage and Room Deposit: All students remaining in Residence longer than one month must pay a \$300.00 refundable damage deposit.

9.3. Student housing rent is due on or before the first of each month for which the student occupies student housing, with the exception of the first month of programming if the student moves in during the first October of their program. Rent is non-refundable.

9.4. *Monthly student housing fees may be subject to minor changes.

9.5. Rules and regulations: All students residing in Timberline accommodation are required to abide by the following to maintain their lease:

- 9.5.1.** Timberline Student Conduct Policy
- 9.5.2.** Timberline Workplace Harassment Policy
- 9.5.3.** Parks Canada Laws and Regulations
- 9.5.4.** Town of Banff Municipal Laws and Regulations
- 9.5.5.** Alberta Residential Tenancy Act

9.6. Refund Policies Prior to Move-in: Room rental fees will be refunded if:

- 9.6.1.** You are unable to accept a room assignment because of a substantiated medical reason (medical certificate required) and a written cancellation is received prior to the first of the month.
- 9.6.2.** We are able to rent your room for that month and the other rooms are fully occupied at the time of your cancellation. Please note that students will forfeit their room assignment and damage deposits if they fail to pay the fees due by the date shown on their room assignment notice or if they do not occupy their room assignment by the 15th of the month. The room and damage deposits in these cases will be nonrefundable.

- 9.7. Rent Refund Policies after Move-In:** Students leaving prior to the end of the month must pay the entirety of rent for that month. Room rental fees may be refunded if:
- 9.7.1.** You have notified Timberline Academy in writing of your intent to vacate Residence and provided 1 full months' notice from the 1st day of the month.
 - 9.7.2.** We are able to rent your room and other rooms fully occupied at the time of your departure.
 - 9.7.3.** Unusual and compelling circumstances, which, in the judgement of the Residence Supervisor, entitles the Residents to special circumstances.
- 9.8. Priorities Assigned To Applications:** Any registered student is eligible to live in Residence and assigned on a first come, first served basis. All applicants will be placed in co-ed units, however Timberline Academy will respect requests for single-gender residence, and will do their best to accommodate them.

ACADEMIC CALENDAR & PROGRAM DESCRIPTIONS

Programs: Timberline Canadian Alpine Academy is an Alberta registered vocational college (DLI Number: O129951946077) based in the Town of Banff, Alberta, Canada. As such, our programs meet the requirements set out by the *Alberta Designation Requirements (ADR) for Becoming a Designated Learning Institution for Immigration, Refugees, and Citizenship Canada's International Student Program*. Our programs include:

- Winter Skills Semester (October - April)
- Whitewater Training (May)
- Mountaineering Adventure Skills (June)
- Outdoor Adventure Guide Diploma (October - August, 2 years)
- Open/Continuing Studies

Winter Skills Semester (October - April) = 19 Credits

An introduction to the outdoor adventure industry focused on:

- [Avalanche Skills Training 1 - 1 Credits](#)
- At least 2 Credits of:
 - [Canadian Ski Instructors Alliance Level 1 - 2 Credits](#)
 - [OR Canadian Association of Snowboard Instructors Level 1 - 2 Credits](#)
- At least 2 Credits of:
 - [Canadian Ski Instructors Alliance Level 2 - 2 Credits](#)
 - [OR Canadian Association of Snowboard Instructors Level 2 - 2 Credits](#)
- [Local Ecology & Conservation Management I - 2 Credits](#)
- [Local Indigenous Relations I - 1 Credits](#)
- [Outdoor Adventure Photography I - 1 Credits](#)
- [Risk Management & Leadership - 1 Credits](#)
- [Wilderness Advanced First Aid - 2 Credits](#)
- [Work Experience, Winter Ski/Board Instructing Internship - 7 Credits](#)

Winter Programing Break: December 21, 2024 - January 6, 2025

Winter Year 2 Rest Week: February 17 - 21, 2025

Winter Year 1 Rest Week: February 24 - 28, 2025

Whitewater Canoe/Raft Guide School (May) = 8 Credits

- [International Rafting Federation Raft Guide 1 - 2 Credits](#)
- [River Expedition - 2 Credits](#)
- [Paddle Canada Moving Water Intermediate - 2 Credits](#)
- [Swiftwater Rescue Technician III - 2 Credits](#)

Mountaineering Adventure Skills Program (June) = 4 Credits

- [Introduction to Hiking Guiding & Rock Climbing - 2 Credits](#)
- [Mountaineering Expedition - 2 Credits](#)

Outdoor Adventure Guide Diploma (October - August, 2 years) = 50-55 credits

Designed to set the foundations of a professional ski mountain guide, the goal of this program is to develop leaders in the fast-growing Albertan tourism industry; specifically in trades related to outdoor adventure. Graduates of this program will have the skills, certifications and experience for successful year-round careers in the industry. Graduates of this program should be able to seamlessly transition into full-time jobs at professional ski/snowboard instructors, assistant ski & hiking guides, professional ski patrollers & avalanche forecasters, professional whitewater canoe & raft guides as well a variety of roles at Parks Canada. Graduates will also have a solid foundation towards pursuing careers as a fully certified Association of Canadian Mountain Guides or Canadian Ski Guiding Association guide.

- Winter Skills Semester or Equivalent - 19 Credits
- [Avalanche Skills Training 2 - 1 Credits](#) (usually taken in first year of programming)
- [Canadian Avalanche Association Avalanche Search and Rescue Level 1 - 1 Credits](#)
- [Canadian Avalanche Association Operations Level 1 - 2 Credits](#)
- [Canadian Ski Instructors Alliance/Canadian Association of Snowboard Instructors Advanced Training - 2 Credits](#)
- [Local Ecology & Conservation Management II - 2 Credits](#)
- [Local Indigenous Relations II - 1 Credits](#)
- [Outdoor Adventure Photography II - 1 Credits](#)
- [Ski Guide Training I - 1 Credits](#) (required in first year of programming)
- [Ski Guide Training II - 2 Credits](#)
- [Ski Guide Training III - 3 Credits](#)
- [Wilderness First Responder Bridge - 1 Credits](#)
- [Work Experience, Summer Internship - 7 Credits](#)
- At least 5/8 (4-9 Credits) Electives from:
 - [Local Ecology & Conservation Management III - 2 Credits](#)
 - [Introduction to Hiking Guiding & Rock Climbing - 2 Credits](#)
 - [Mountaineering Expedition - 2 Credits](#)
 - [International Rafting Federation Raft Guide 1 - 2 Credits](#)
 - [Kootenay River Expedition - 2 Credits](#)
 - [Paddle Canada Moving Water Intermediate - 2 Credits](#)
 - [Swiftwater Rescue Technician III - 2 Credits](#)

Open/Continuing Studies

Students may register for single courses on a case by case basis when there is space in the course. Priority registration will be given to students completing semester or diploma programs.

STUDENT ASSESSMENT & EVALUATION

For certification based courses, students are assessed on current industry standards for each course by working and retired professionals with at least two years experience in their field of knowledge. Non-certification based courses are assessed as described in the [Course Descriptions](#). Overall standing of students and their success or failure in any particular course or program is determined by the student’s average percent grade or Pass/No Pass status. Students are in “Good Standing” if they have an overall average grade of 60% or higher.

A student’s final standing is determined by their academic and training progress throughout their entire season, including tests, examinations, labs, reflections, projects, work co-ops, internships, and overall participation in mandatory programming. Grades are assessed by percentage. Each student is responsible for achieving an overall grade of 60% in order to achieve their Winter Skills Certificate, Outdoor Adventure Guide Diploma, or pass any given course.

CREDIT CALCULATIONS

Credits are determined by the number of hours of instruction per week if the course had taken place over a 15 week period. For necessary industry certification training courses and prerequisite courses with less than 15 total hours of lecture instruction, credit calculations are rounded up to the nearest whole credit. All other credit calculations are rounded down to the nearest whole or half credit.

Instructional Style: All styles may occur in the field or classroom	Credit Calculation
Lectures and Seminars (LS) where the students are spending roughly 100% of class time with the instructor.	= (Total course hours / 15) * 1
Training (FT), where the students are spending roughly 75% of training time with the instructor.	= (Total course hours / 15) * 0.75
Practicum, Work Experience, Internships, Expeditions, and Training (P) which simulates work experience, where students are spending roughly 50% of training with the instructor.	= (Total course hours / 15) * 0.5

COURSE DESCRIPTIONS

Timberline Academy uses community based learning to provide relevant and contextually appropriate education and training for students to succeed in outdoor and tourism related careers in the Canadian Rockies. All courses are taught by working and retired professionals in the community with at least two years experience in their field of knowledge. Specific course content may change from year to year depending on the instructor and updated standards and values of local businesses, the wider industry and the community. The following descriptions are updated as of the 2024/2025 academic year. For details on instructors and course content in previous or future years, contact the course coordinator.

Avalanche Skills Training 1 - 1 Credits (14 LS, 0 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 2 Days (16 hours) of training and assessment by professional ACMG guides on the foundational skill sets for students to safely begin to explore and acquire their own experience in backcountry avalanche terrain, including systematic methods for decision making, managing risk, and understanding avalanche hazard and phenomena. Students will study the science of how snow-packs form and avalanches occur as well as venture into the backcountry with ACMG mountain guides to evaluate the snowpack in person, practice rescue drills and become familiarised with industry standard avalanche safety equipment. Student assessment is based on current standards of Avalanche Canada to ensure students understand how to assess and manage hazards, risk and avalanche terrain and perform avalanche rescue. No pre- or co-requisites.

Avalanche Skills Training 2 - 1 Credits (28 LS, 0 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 4 Days (32 hours) of training and assessment by professional ACMG guides that builds on the introductory skills learned in AST 1 to make accurate assessments of personal and group risk in more complex snowpack environments. One lecture/seminar on route planning followed by 3 field days to practise and develop an understanding of theories related to confidence, uncertainty, and tactics for safely making exceptions to the given Hazard Ratings and Problems in public avalanche bulletins and ATES Ratings. This course is focused on understanding snow science, snowpack formation, and avalanches as well as riding abilities required for complex avalanche terrain. The students will also venture into the backcountry with ACMG mountain guides to evaluate the snowpack in person, practice rescue drills and become familiarised with industry standard avalanche safety equipment. Student assessment is based on current standards of Avalanche Canada to ensure students understand how to assess and manage hazards, risk and avalanche terrain and perform avalanche rescue. No pre- or co-requisites.

Canadian Avalanche Association Avalanche Search and Rescue Level 1 - 1 Credits (7 LS, 21 FR, 0 P)

Coordinator: Minh-Tâm Thompson

This intensive 4 day course is the first stage of the Canadian Avalanche Association's Industry Training Program, focusing on fundamental concepts and techniques essential to snow and avalanche workers who may respond to an avalanche incident as a first-responder or team member. The course involves a combination of online pre-course work, classroom activities, field exercises, and evening assignments. Field trips take place in inclement weather so students must be equipped to operate in all weather conditions (example: -28 degrees Celsius, strong winds and/or heavy snowfall or rain). Training includes: risk management in avalanche search and rescue (AvSAR), initial response and teamwork, and avalanche incident-site organisation using the Incident Command System (ICS). Students are evaluated via a written and practical skills test. Students receive marks based on below standard (<70%), meets standard (70%-85%) and above standard (86% - 100%). Prerequisites: [Avalanche Skills Training 1](#) AND [Avalanche Skills Training 2](#)

Canadian Avalanche Association Operations Level 1 - 2 Credits (28 LS, 28 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 7 Days (~56 hours of instruction) of training and assessment by ACMG guides plus an online course (~25 hours) on students' understanding of the properties of mountain snowpacks and the formation and release of avalanches, students' ability to identify and classify avalanche terrain, hazards, and risk factors, to apply risk and hazard treatments, to observe and record weather and snowpack data, and to apply standard safety procedures in a team environment. Certification is necessary for those pursuing careers in ski guiding, ski resort avalanche operations, or recreational avalanche course instruction. The goals of the course and learning objectives are as follows: State of the nature of avalanches, avalanche hazards, classification of avalanche terrain, properties of mountain snowpack, describe, collect and interpret weather and avalanche data & conduct large scale avalanche search and rescue. Prerequisites: [Avalanche Skills Training 1](#) AND [Avalanche Skills Training 2](#) AND [Canadian Avalanche Association Avalanche Search and Rescue Level 1](#)

Canadian Association of Snowboard Instructors Level 1 - 2 Credits (0 LS, 75 FR, 0 P)

Coordinator: Kristie Langs

Description: 15 Days (75 hours) of training with experienced Level 3 and 4 instructors to prepare students for the Level 1 exam by introducing them to the fundamentals of guest service and safety, communication and Lesson Structure, demonstrations, analysis and Improvement, riding improvement in accordance with CASI technique. Students are assessed in a 3 day exam on riding improvement, introduction to "QuickRide System", technical content, professionalism, & mandatory riding manoeuvres including, intermediate sliding turns, beginner turns (forward and switch directions), and carved traverses. No pre- or co- requisites.

Canadian Association of Snowboard Instructors Level 2 - 2 Credits (0 LS, 75 FR, 0 P)

Coordinator: Kristie Langs

Description: 15 Days (75 hours) of training with experienced Level 3 and 4 instructors to develop a skills based teaching approach for novice and intermediate snowboarding, improve practical snowboard teaching methods, technical understanding and development, develop guest service and technical analysis skills, develop turning and introduce carving, develop basic terrain adaptation and freestyle skills, Students are assessed in a 4 day exam on guest service and safety, communication and lesson structure, clear riding manoeuvres (short radius sliding turns, novice turns, basic carved turns), presentation using CASI techniques and methods, and professionalism. Certification is required to competitively work as a Snowboard instructor in Canada. Prerequisite: [Canadian Association of Snowboard Instructors Level 1](#)

Canadian Ski Instructors Alliance Level 1 - 2 Credits (0 LS, 75 FR, 0 P)

Coordinator: Kristie Langs

Description: 15 Days (75 hours) of training with experienced Level 3 and 4 instructors to introduce the fundamentals of safe teaching, professional skills, teaching children, demonstrations within lessons, and ski technique. Students are assessed in a 3 day exam on ski improvement and skill development, lesson plan/progression modelling, lesson plan and teaching practice, and age specific tactics for children. No pre- or co- requisites.

Canadian Ski Instructors Alliance Level 2 - 1 Credits (0 LS, 75 FR, 0 P)

Coordinator: Kristie Langs

Description: 15 Days (75 hours) of training with experienced Level 3 and 4 instructors that builds upon the Level 1 skills including: collaborative teaching, assessment and development skills, linking cause and effect through task design and development, consolidation of skier movement to achieve skiing outcomes in designated terrain and conditions, and controlled and rhythmical execution of tasks. Includes a 2 day Ski Development Module and a 2 day Teach Development Module. Students are assessed in a 2 day exam on their riding and teaching skills. Prerequisite: [Canadian Ski Instructors Alliance Level 1](#)

Canadian Ski Instructors Alliance/Canadian Association of Snowboard Instructors Advanced Training - 1 Credits (0 LS, 80 FR, 0 P)

Coordinator: Kristie Langs

Description: 16 Days (80 hours) of training with experienced Level 3/4 instructors to improve students' riding and/or teaching based on the technical concepts of the CSIA/CASI. This course will build off the training and certifications established during the CASI/CSIA Level 2. Assessment will vary depending on the students' goals and could include Level 2 or Level 3 certification (which will earn students 1 extra credit), competing in the freeride competition, or another goal identified by the student and approved by the program coordinator and the director. Prerequisite: [Canadian Ski Instructors Alliance Level 2](#) OR [Canadian Association of Snowboard Instructors Level 2](#)

International Rafting Federation Guide Course - 2 Credits (40 LS, 0 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 5 days (40 hours of instruction) introducing students to paddling rafts on class 2 – 3+ rivers. Content includes techniques required to pilot a raft down a large river with multiple guests onboard, with special emphasis on good communication and the ability to work with guests to successfully paddle the raft. Techniques are taught for managing guests falling into the river and rescuing flipped rafts. This course is required to work as a raft guide. Prerequisite: [Swiftwater Rescue Technician III](#) AND [Wilderness Advanced First Aid](#)

Introduction to Hiking Guiding & Rock Climbing - 2 Credits (14 LS, 56 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 10 Days (~70 hours of instruction) of training and assessment by ACMG guides to establish professional practices towards hiking guiding and rock climbing. Program content will be tailored to student goals and ability. No pre- or co- requisites.

The Hiking Guiding Modules focus on: preparing route plans, interpreting weather data, hazard identification and risk treatments, managing and caring for clientele, using digital and traditional navigation tools such as GPS' and topographical maps and compasses. All skills are introduced in the classroom and then practised in the field while hiking local mountains.

The Rock Climbing Modules focus on the fundamentals of how to safely rock climb in the outdoors. Instruction will include gear safety, route choice, risk assessment and treatments, client care and group management, and top rope climbing. Depending on student goals and ability, other skills taught may include: anchor building and cleaning, lead climbing, traditional climbing, multi-pitch systems, and repelling.

Local Ecology & Conservation Management I - 2 Credits (30 LS, 0 FR, 0 P)

Coordinator: Naia Noyes-West

Description: Workshops, field trips, seminars (~30 hours) and a group research project/activity designed to introduce students to the ecology and key conservation management practices and issues in the Bow Valley. Course content depends on the availability of local professionals and generally includes basic ecology of the Bow Valley, the history, function and operation of Parks Canada, human-use management styles and issues, visitor safety, & wildlife safety. The group project allows students to connect with a real community issue and explore a particular aspect or issue in ecology, sustainability or conservation management in depth with guidance from program coordinators and local mentors. Students are assessed on participation in class discussions, labs, and field trips, as well as on completion of assignments and their community eco-project. No pre- or co- requisites.

Local Ecology & Conservation Management II - 2 Credit (15 LS, 15 FR, 0 P)

Coordinator: Naia Noyes-West

Description: Workshops, field trips, seminars, and instructional practice (~30 hours) designed to encourage critical questioning and understanding of ecological values in conservation management practices and in the tourism industry and how these values are communicated by guides, conservation management and other tourism activities. Students will be supported in developing and leading learning activities and programming for LECM I students. Students are assessed on participation in class discussions, assignments, and leadership of the LECM I course. Prerequisites: [Local Ecology & Conservation Management I](#) or equivalent.

Local Ecology & Conservation Management III - 2 Credits (48 LS, 48 FR, 0 P)

Coordinator: Naia Noyes-West

Description: 4 days a week over 4 weeks (~96 hours of instruction) of hands-on experiential and discursive learning on the history, theories, research techniques and current practices of environmental conservation and management. Students will spend 1 day a week discussing and practising different styles of environmental or ecological assessment and research (including colonial, non-colonial, two-eyed seeing, and other methods), 1 day a week exploring, discussing and practising communicating local eco-cultural history, and 2 days a week experiencing the real day to day needs and work of conservation professionals by volunteering with Parks Canada. This program focuses on the local ecology of the Bow Valley in both national & provincial parks contexts and builds a foundational understanding for careers or higher education in environmental assessment, interpretive guiding, or environmental reclamation and field work. Students are assessed on participation in class discussions, delivery of weekly eco-cultural historical interpretive talks, and completion of a mock environmental assessment of baseline conditions for a plot study. No pre- or co- requisites.

Local Indigenous Relations I - 1 Credits (24 LS, 0 FR, 0 P)

Coordinator: Naia Noyes-West

Description: Workshops, field trips and seminars (~24 hours of instruction) led by local Indigenous knowledge holders, community members, and guides. Course content centres on the availability, needs, values and goals of instructors and how they would like students to develop an awareness of diverse local indigenous histories, cultures, worldviews, languages and issues and how these affect and are affected by tourism and guiding operations. As well, we will discuss how to build positive relationships and appropriately support indigenous leadership, culture, and presence in the Bow Valley, the mountains, and tourism. Understanding treaties, land-use issues, respect for the land and community, heritage and history are essential to developing well-rounded and respectful guides who can adapt to a dynamic and changing industry and ecology. Students are assessed on their participation in group discussions and reflective assignments. No pre- or co- requisites.

Local Indigenous Relations II - 1 Credits (24 LS, 0 FR, 0 P)

Coordinator: Naia Noyes-West

Description: Workshops, field trips and seminars (~24 hours of instruction) that build on the foundational knowledge developed in Indigenous Relations I. This course encourages deeper discussion and contemplation of the barriers to Indigenous access, leadership, cultural thriving and presence in the Bow Valley, the mountains, and tourism. Students are shown and discuss how they, as guides and outdoor professionals, can be allies and build positive relationships in their careers. Assignments involve practising appropriate (rather than appropriative) story sharing, critical discussion, and relationship building. Prerequisites: [Indigenous Relations I](#) or equivalent.

Mountaineering Expedition - 1 Credits (0 LS, 0 FR, 60 P)

Coordinator: Minh-Tâm Thompson

Description: A 5 day (~60 hours of instruction) expedition led by ACMG guides, to give students the opportunity to take a leadership role akin to what is expected of Mountain Guides. Students will learn and experience glacier based route planning, navigating, travel, group management, risk assessment and management, camp management and cooking, and client care. Students will also learn crevasse rescue, short-roping, long-roping, and semi-technical climbing systems. Assessment based on participation and completion. Prerequisites: [Introduction to Hiking Guiding & Navigation](#) AND [Introduction to Rock Climbing & Guiding](#)

Outdoor & Adventure Photography I - 1 Credits (20 LS, 0 FR, 0 P)

Coordinator: Naia Noyes-West

Description: Monthly labs (~10 hours of instruction) lead by working professionals and designed to introduce students to key techniques used to create high quality output including: the basics of camera technology (exposure, ISO, shutter speed, aperture), composition, essential equipment, storytelling, editing (retouching), and use of natural light. This course introduces the skills for students to improve guest experience via photography and film and be competitive in the modern guiding industry. Student assessment is based on participation in labs and completion of various assignments and projects. No pre- or co- requisites.

Outdoor & Adventure Photography II - 1 Credits (20 LS, 0 FR, 0 P)

Coordinator: Naia Noyes-West

Description: Monthly labs (~10 hours of instruction) lead by working professionals and designed to build on the foundational techniques in Outdoor & Adventure Photography I by mentoring students in exploring advanced lighting and editing techniques, videography, freelance career fundamentals (proposals, invoicing, and networking), and other genres and styles of photography. Student assessment is based on participation in labs and completion of various assignments and projects. Prerequisites: [Outdoor & Adventure Photography I](#) or equivalent.

Paddle Canada Moving Water - 1 Credits (40 LS, 0 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: This 5 day course (40 hours of instruction) introduces students to paddling tandem canoes in class 1- 2+ rapids. Students will learn different techniques to safely navigate large, cold water rivers while also practising self and companion rescue skills. This course is required to work as a professional canoe guide in Canada. No pre- or co- requisites.

Risk Management & Leadership I - 1 Credits (15 LS, 0 FR, 0 P)

Coordinator: Naia Noyes-West

Description: Monthly seminars, labs, and field trips (~15 hours of instruction) with experienced local leaders and guides. Course content will depend on instructor availability and expertise. The purpose of this course is to develop good risk management and leadership practices in a variety of outdoor adventure contexts. Students will learn from a variety of professional guides on different strategies for risk management and leadership based on environmental factors, group dynamics, experience level of guests, gear and terrain. This course will stress the importance of safety and risk management as well as develop techniques on how to apply their learning to different aspects of the program. No pre- or co- requisites.

Risk Management & Leadership II - 1 Credits (15 LS, 0 FR, 0 P)

Coordinator: Naia Noyes-West

Description: Monthly seminars, labs, and field trips (~15 hours of instruction) with experienced local leaders and guides. Course content will depend on instructor availability and expertise. This course expands on concepts from Risk Management and Leadership I, focusing on higher level planning and coordination of outdoor tourism programming, legal supports and considerations in outdoor tourism careers, and group and guide management. No pre- or co- requisites.

River Expedition- 1 Credits (0 LS, 0 FR, 60 P)

Coordinator: Minh-Tâm Thompson

Description: A 5 Day expedition (60 hours of instruction) with professional Paddle Canada, IRF and Rescue Canada guides. The expedition exposes students to what it's like to work as river guide for a Canadian outfitting company. Students will have the opportunity to use their technical rafting skills as well as practice group management and client care, outdoor cooking, campsite management and river navigation. Students will also be expected to use their skills related to risk management, interpretive guiding to provide mock guest experience for fellow students. Assessment based on participation and completion. Prerequisite: [Swiftwater Rescue Technician 3](#), [Paddle Canada Moving Water Intermediate](#) AND [International Rafting Federation Raft Guide 1](#)

Ski Guide Training I - 1 Credits (0 LS, 32 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: Completion of 4 or more (32 hours) of the guided ski tours co-lead by ACMG guides and second-year Outdoor Adventure Guide Diploma students. Prerequisites: [Avalanche Skills Training 1](#) AND [Avalanche Skills Training 2](#)

Ski Guide Training II - 2 Credits (20 LS, 60 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 1-3 times a week (~80 hours of instruction) local ACMG guides lead students through classroom seminars, labs, and on field days to practise ski guiding, client care, navigation, risk and hazard identification and treatment, and snow assessment. Students will learn from a variety of professional guides on different types of risk management strategies based on environmental factors, group dynamics, client ability, gear and terrain. The goal is to set students up to pursue careers as professional mountain guides. Students are assessed throughout the course. Prerequisite: [Avalanche Skills Training 1](#) AND [Avalanche Skills Training 2](#).

Ski Guide Training III - 3 Credits (20 LS, 100 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 1-3 times a week (~120 hours of instruction) local ACMG guides lead students through classroom seminars, labs, and on day trips to practise ski guiding, client care, navigation, risk and hazard identification and treatment, and snow assessment. Students will learn from a variety of professional guides on different types of risk management strategies based on environmental factors, group dynamics, client ability, gear and terrain. The goal is to set students up to pursue careers as professional mountain guides. Students are assessed throughout the course as well as through a mock ski guiding day-tour, where they can practise leading fellow students and staff with help from ACMG guides.

The course also includes a Ski Mountaineering Expedition: 5 Day (~60 hours of instruction) student guided and ACMG supervised expedition to give students the opportunity to put all learned ski and mountaineering skills to use in a complex, glaciated, multi-day expedition. Students will be responsible for planning, packing and leading the expedition as they would as if they were a fully certified ACMG or CGSA guide. Students will be expected to prepare weather data, snow data and route plans, to make defensible decisions for their ACMG guides to assess as the group traverses between backcountry huts. Successful completion of this course combined with a recommendation from Timberline Academy and an ACMG guide should qualify a graduate to enter the ACMG or CGSA ski guide training early the following winter.

The course also includes a Ski Touring Expedition: 5 Day (~60 hours of instruction) student guided and ACMG supervised trips outside the Bow Valley and the Eastern Slopes of the Canadian Rockies, in order to give students the opportunity to assess different snowpacks and experience route planning, hazard and risk assessment and management, and group management and client care in different terrain. Students will be expected to prepare weather data, snow data and route plans, to make defensible decisions for their ACMG guides to assess.

Prerequisites: [Ski Guide Training II](#) AND [Avalanche Safety Training 1](#) AND [Avalanche Safety Training 2](#).

Swiftwater Rescue Technician III - 2 Credits (32 LS, 0 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 3 day course plus a 4-5 hour online course (~32 hours of instruction) on the Kananaskis River, introducing the fundamentals of river hazards, swimming in moving water, moving water rescue and mechanical advantage in a moving water context. This certification is required to work in a leadership role in the river industry. This course trains students to perform rescues in medium to high risk moving water environments. Students will learn how to rescue people and equipment from rivers using simple to complex rope systems. Students will also learn a variety of swimming and throw bagging techniques essential to work as a professional river guide in Alberta. No pre- or co- requisites.

Wilderness Advanced First Aid (40 H) - 2 Credits (32 LS, 8 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 40 Hours of mixed outdoor and classroom training and certification to the current standard for prolonged care and stabilisation of patients in extreme environments until a rescue team or additional resources arrives to evacuate patients to a medical facility. The course covers a judgement-based approach to dealing with medical emergencies in remote settings, working with improvised equipment, and anticipating potential risks to the patient. Advanced medical techniques include anaphylaxis management, spine clearing, wound cleaning, and CPR cessation. This course is an essential certification required to work in Alberta's outdoor adventure industry. The coursework is focused on teaching emergency first aid in a wilderness context. Students will learn to administer life-saving drugs, care for wounds, stabilise broken bones/joints, use proper scene management as well as coordinating with emergency first responders (i.e. SAR, Parks Canada, Alberta Parks). No pre- or co- requisites.

Wilderness First Responder Bridge - 2 Credits (32 LS, 8 FR, 0 P)

Coordinator: Minh-Tâm Thompson

Description: 40 Hours of mixed outdoor and classroom training for graduates of the 40-hour Wilderness Advanced First Aid training to upgrade to the Wilderness First Responder (80 hour) level. This comprehensive course will review concepts learned in earlier training and provide a greater emphasis on evacuation, environmental topics, critical thinking, and leadership. 80-hour Wilderness First Responder Certification is the standard-of-care for outdoor adventure professionals. This course is an extension of the 40 hours Wilderness Advanced First Aid and is an essential certification required to work in Alberta's outdoor adventure industry. The coursework is focused on teaching emergency first aid in a wilderness context. Students will learn to administer life-saving drugs, care for wounds, stabilise broken bones /joints, use proper scene management as well as coordinating with emergency first responders. Prerequisite: [Wilderness Advanced First Aid](#)

Work Experience, Summer Internship - 7 Credits (0 LS, 0 FR, 220 P)

Coordinator: Individual student advisors and approval by the director

Description: 220 Hours of cumulative paid or unpaid employment related to the student's field of study. This may come from a variety of jobs and span two summers. Examples include: assistant hiking guide, whitewater canoe/raft guide, Parks Canada Employee, trail crew, or bike guiding. No pre- or co- requisites.

Work Experience, Winter Ski/Board Instructing Internship - 7 Credits (0 LS, 0 FR, 220 P)

Coordinator: Kristy Langs

Description: 220 Hours of paid or unpaid employment in ski or snowboard instructing.

Prerequisite: [Wilderness Advanced First Aid](#), AND [Canadian Ski Instructors Alliance Level 1](#) OR [Canadian Association of Snowboard Instructors Level 1](#)

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