



CANADIAN CAREER COLLEGE

March 17, 2020

TO: All students and staff

Good morning,

The College and its stakeholders would like to begin by thanking its students, staff and faculty for all of their tireless efforts to continue operation- ensuring our students avoid any and all funding implications of a voluntary closure.

We received word from our Ministry late Friday evening that they were now accepting applications which would allow our College to switch to online teaching.

Our contingency plan is to have all CTS and Modern College programs approved for online delivery commencing **Monday, March 23rd, 2020. In preparation for this, Student Success Advisors will be contacting every student to assist with the transition to our online learning platform.**

We have been in continuous communication with all of the funding providers to ensure that student funding will not be jeopardized when we implement our contingency plan for online learning in response to the COVID-19 outbreak. As of early this morning we have confirmed that OSAP funded students will not be impacted provided that the study period does not need to be extended. Students will need to be in attendance online in order to avoid any possibility of jeopardizing funding.

Until further directive is received, effective Wednesday March 18th, the school will be closed to students and will reopen when it is deemed safe.

The only exceptions at this time is our First Aid / CPR courses that are scheduled for this week, and the PTDE Skills Camp. The remainder of this week will allow preparations for a seamless transition and full integration of our online platform for all our programs.

It is recommended that any students requiring **books for the next (4) weeks** make arrangements to have their books picked up this week. Although instruction will be suspended until the online delivery commences, campuses will remain open until Friday, so that books can be picked up with administrative staff onsite. Should any students have difficulty making book pick up arrangements, they are expected to contact their program coordinator.

It is important to note that our Ministry of Colleges and Universities is not mandating a closure. Student placements will continue as long as they are permitted and programs may see some schedule variance. Furthermore, the College vows to keep its students informed of any and all updates and changes as this situation progresses.

The future belongs to the focused, the prepared and the technically skilled

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As previously communicated, students who have been affected by symptoms or daycare related issues have been provided work to complete from home and the expectation is that it is completed as such.

Once again we appreciate everyone's patience and understanding during these difficult times.

Note: Students should expect contact this week from a **Student Success Advisor that will assist them with the transition to our online learning platform**. In the event our SSA's are not able to connect with you by **12:00 PM Friday, March 20th**, please call the campus by 3:00pm or send an email to evanharris@ctsccc.com.

Stay safe.

Sincerely,

Carlos A. Carvalho
President/CEO