



## **Acumen College of Business and Technology**

### **Student Services Manual**

**Registered as a career college under the Ontario Career Colleges Act, 2005.**

#### **Student Services Contact**

For Student Services and/or support, please contact:

Francisco Guevara

Email: [francisco.guevara@canadaacumen.ca](mailto:francisco.guevara@canadaacumen.ca)

Phone: 416-756-7227

#### **Purpose**

This manual provides students with information regarding student support services available through Acumen College of Business and Technology.

#### **Student Services**

The College provides support related to admissions, registration, academic advising, orientation, student success, housing information, community resources, and general student assistance.

#### **Orientation**

New students are provided with an orientation that includes information on program requirements, academic policies, student rights and responsibilities, campus procedures, health and safety, and available student supports.

#### **Academic Support**

Students may request assistance with course scheduling, attendance concerns, transcripts, enrolment verification letters, and referrals to tutoring resources where available.

#### **Housing Information**

The College may provide information regarding housing resources and third-party accommodation services. Students are responsible for entering into their own housing arrangements and agreements.

#### **Health and Wellness**

Students are encouraged to access community health, wellness, and mental health resources. Emergency situations should be directed to 911 or other appropriate emergency services.



### **Accessibility and Accommodation**

Students requiring accommodations should contact the College to discuss appropriate academic accommodations and support services.

### **Career Services**

Career-related support may include résumé development, interview preparation, employment resource information, and career planning assistance.

### **Student Rights and Complaints**

Students are encouraged to review the Student Rights and Responsibilities Policy and the Student Complaint Procedure available through the College.

### **Immigration Information**

The College does not provide regulated immigration advice unless such services are provided by an appropriately authorized professional. Students seeking immigration advice should consult an authorized immigration professional.

### **Important Contacts**

College contact information should be reviewed regularly and maintained separately to ensure accuracy. This document was last reviewed and revised in June 2026.