|  |
| --- |
| A red circle with white circles  Description automatically generated with medium confidence |

|  |  |  |  |
| --- | --- | --- | --- |
| Procedures for Name of Policy | | | |
|  |  | | |
| Parent Policy: | Link to Policy | | |
| Procedure Reference | To be assigned by Office of Policy Coordination | | |
| Procedure Sponsor: |  | | |
| Procedure Contact: |  | | |
| Stakeholders: |  | | |
| Approved by: |  | | |
| Effective Date: | Executive Team or Policy Sponsor | | |
| Last reviewed: |  | Scheduled review date: |  |
|  |  | | |

# Purpose

Purpose statement / introduction

# Scope and Application

Section subheading (if applicable) Heading 1A – Procedure Subheading

## Heading 2, procedure detail

# Procedures

## Heading 2, procedure detail

### Procedure list – level 1

#### Procedure – level 2

# Related Acts and Regulations

[College and Institute Act](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01)

# Supporting References, Policies, Procedures and Forms

# History / Revisions

|  |  |
| --- | --- |
| Date | Action |
| YYYY-MM-DD | *New Procedure Approved by* *:* |

# Style Gallery [Heading 1]

[Body Text]

[Heading 1 – Procedure subheading]

## [Policy detail, Heading 2]

### [Heading 3]

#### [Heading 4]

1. [List-Regular 1)]

Hyperlink

|  |  |
| --- | --- |
| Table Heading | Table Heading |
| Tables | * Use this format for tables, if required [Table List] |
|  |  |
|  |  |

1Footnote, if applicable

2Footnote, if applicable