



College Shut Down Policy

Animation College will cease to run, or may reduce scheduled classes until further notice, under any of the following circumstances:

Illness/Pandemic

- Where 30% of the total student body is away sick or sighting similar symptoms.
- Where there is a shortage of staff to facilitate classes appropriately.
- Where Animation College is advised by the Department of Health/OSH or other appropriate bodies that it is detrimental to the health of staff and students to continue.

Essential Services

- Failure of bathroom facilities - Where one full suite is out of order for the duration of more than 8 hours and/or where facilities are not operational, access to alternative facilities will be arranged.
- Air conditioning - Where air conditioning is not operational for more than three hours.
- Water - Where water is not supplied to the building.
- Electricity - Where electricity is not supplied to the building.

Emergency Services

Fire - Where Animation College is advised to vacate premises.

Police - Where Animation College is advised to vacate premises.

Council - Where Animation College is advised to vacate premises.

Under extended periods of shutdown, Animation College reserves the right to facilitate classes from alternative premises. Staff and students will be notified of shutdown/resuming operation by one or all of the following:

- verbal notification;
- email/text notification;
- written notification;
- via www.animationcollege.co.nz;
- via www.ames.ac.nz;
- via <https://www.facebook.com/AMESIT>.

The decision to cease/reduce classes will be at the discretion of the Dean.