

Policy on Student Dismissal

CATEGORY: Student – Administrative

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LAST REVISION DATE: October 13, 2018

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Student Dismissal*”, has been created to outline the process by which a student may be dismissed from a Program or Course and the steps that must be taken when such a dismissal occurs.

It is the policy of the College to formalize the process as outlined below.

Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. REGULATIONS AROUND STUDENT DISMISSAL

- 1.1. In certain circumstances, it may become necessary to dismiss a student from a Program or Course.
- 1.2. The dismissal must take place in an orderly fashion and if applicable, a refund of monies may be made to the dismissed student.
- 1.3. Applicable refunds are processed in accordance with the existing Student Refund Policy.

2. GROUNDS FOR DISMISSAL

- 2.1. A student may be dismissed from a Program or Course on one or more of the following grounds:
 - ❖ Failure to provide documentation to support immigration status;
 - ❖ Failure to obtain the necessary visa to attend as an International Student;
 - ❖ Failure to make payment of academic tuition and related costs in accordance with admissions requirements;
 - ❖ Failure to comply with the academic and prerequisite requirements of any Program or Course.

3. RESPONSIBLE OFFICER

- 3.1. The Student Services Officer is empowered to suspend/dismiss a student according to the terms of this policy.

4. RULES OF NATURAL JUSTICE

- 4.1. Prior to the dismissal of a student, Student Services must ensure that the rules of natural justice have been carefully applied and that all parties involved have been given a fair opportunity of presenting relevant facts.
- 4.2. The decision to dismiss a student and the reasons for the dismissal must be conveyed to the student in writing at the earliest possible opportunity.

5. RULES OF NATURAL JUSTICE

- 5.1. If a student is dissatisfied with the decision of Student Services, the student may file an appeal in writing with the Campus Director within seven (7) calendar days of the decision.
- 5.2. Within seven (7) calendar days of receiving the appeal, the Campus Director must give notice to the student and to Student Services that they may submit written statements within fourteen (14) calendar days of such notice. The student and Student Services may also request an in-person hearing.
- 5.3. The Campus Director must consider the written statements (where applicable) as well as the oral presentations (where applicable) within fourteen (14) calendar days of receiving the written appeal or hearing the oral presentations, whichever occurs later.
- 5.4. The Campus Director shall decide to confirm or dismiss the decision of Student Services.
- 5.5. The decision of the Campus Director is final.

6. PROCEDURE

- 6.1. **In the case of a student's failure to meet their financial obligations to the College (other cases follow Section 6.2 onward):**
 - 6.1.1. The College must provide written notice to the student that he or she has failed to meet their financial obligations, and that all access to College resources is revoked until the balance owing is paid. The student must also be suspended from attending classes until the balance owing is paid.
 - 6.1.2. If a student has not made the payments required in the time frame stated in the written notice, the following steps of dismissal should be followed.
- 6.2. Once a decision has been made to dismiss a student, he or she must be formally notified in writing.
- 6.3. Student Services must complete a Program Cancellation Form and attach a copy of the student's dismissal letter to this form and place into the student's file.
- 6.4. Student Services must immediately create a Notice of Assessment to confirm whether a refund is due to the student. If a refund is due, the Notice of Assessment must confirm the exact amount of the refund.
- 6.5. It is the responsibility of Student Services to inform the student if he or she is eligible for a refund.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1007 – Student Dismissal Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative oriented policies under the Student Policies category.