

Policy on Student Dismissal

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Student Dismissal* outlines reasonable grounds and processes for dismissing a student from a Program or Course.

Scope

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

DEFINITIONS

Natural Justice: An individual's right to a fair and unbiased hearing prior to a decision that could impact them negatively. Three tenets of natural justice are adequate notice, a fair hearing and impartiality.

Policy

1. REGULATIONS: STUDENT DISMISSAL

- 1.1. The College must have reasonable grounds for dismissing a student from a Program or Course.
- 1.2. The dismissal must take place in a fair and orderly manner.
- 1.3. In certain circumstances, the student who has been dismissed may be entitled to a refund.
- 1.4. Entitlement of applicable refunds are processed in accordance with the current *Policy on Refunds*.

2. GROUNDS FOR DISMISSAL

- 2.1. A student may be dismissed from a Program or Course for one or more of the following reasons:
 - ❖ 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. RULES OF NATURAL JUSTICE

- 3.1. Prior to the dismissal of a student, Student Services must apply the rules of natural justice by ensuring that the involved parties have all had a fair opportunity to present relevant facts.

- 3.2. Student Services must provide written notification of the grounds for the dismissal to the student immediately after or within seven (7) calendar days of the decision to dismiss the student.

4. FAILURE TO MEET FINANCIAL OBLIGATIONS

- 4.1. If a student fails to meet their financial obligations to the College, the College may suspend or dismiss the student from the College.
- 4.2. The College must notify the student in writing that he or she has:
 - 4.2.1. Failed to meet their financial obligations to the College;
 - 4.2.2. Has been suspended from attending classes; and
 - 4.2.3. Will not have access to College resources until the balance owing is paid.
- 4.3. If a student has not made the payments required in the time frame stated in the written notice, the process outlined in Section 6 should be followed.

5. PROCESS FOR APPEALING A DISMISSAL

- 5.1. A student who has been dismissed may file an appeal in writing with the Registrar within seven (7) calendar days of the decision.
- 5.2. Within seven (7) calendar days of receiving the written appeal, the Registrar must send a written notification to the student and Student Services stating that they may submit written statements **or** request an in-person hearing within seven (7) calendar days from the date of the notification.
- 5.3. The Registrar must make a decision and provide the reasons for the decision in writing to the student within fourteen (14) calendar days of having receiving the written appeal or oral presentations, whichever occurs later.
- 5.4. The decision of the Registrar is final. This final decision will not detract from any party's right to pursue the matter through other appropriate legal means.

6. ELIGIBILITY FOR REFUNDS

- 6.1. Student Services will immediately create a Notice of Assessment to confirm whether the dismissed student is eligible for a refund, and if so, confirm the exact amount of the refund.
- 6.2. Student Services will inform the student in writing of his or her eligibility 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