

Name of Policy - Dismissal Policy
Date of Implementation - DEC 01 2020
Date of Last Revision - DEC 01 2020

Director / Manager / Administration Staff
Position(s) Responsible for Implementing this Policy

Procedures:

A. Disrespectful Conduct

- 1) The Administration Staff will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Administrative Staff will meet with the student as soon as practical.
- 2) Following the meeting with the student, the Administration Staff will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 3) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 4) The Administration Staff will meet with the student and do one of the following:
 - (a) Determine that the concern(s)/ conduct were not substantiated;
 - (b) Determine that the concern(s)/ conduct were substantiated, in whole or in part, and either:
 - (i) Give the student a written warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions issued in writing; or
 - (iii) Set a period of suspension issued in person and in writing
 - (iv) Recommend that the student be dismissed from the Institution.
- 5) The Administration Assistant will prepare a written summary of the decision. A copy shall be given to the student, and a copy will be placed in the student's file, and the original will be placed in the student file.
- 6) If the student is issued a warning or placed on probation, the Director and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
- 7) If the recommendation is to issue a suspension, the Director will assign the number of suspension days, up to 5 school days. The student receives a copy and another copy is placed in the student's file. The days/ hours issued as a suspension must be made up at by the end of the program, at the expense of the student before being eligible for graduation.
- 8) If the recommendation is to dismiss the student, the Director will meet with the student to immediately dismiss him/her from study at the school. The Administration Assistant will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, if applicable (See Refund Policy), and any other fund owing depending on the status of the student's financial account with the School.

- 9) Copies of all pertinent documents related to the student's dismissal will be placed into the student's file and the STUDENT DISMISSAL FILE.
- 10) If a refund is due to the student, the Director will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
- 11) If the student owes tuition or other fees to the school the Administration Assistant will make arrangements with the student regarding the payment of tuition or other
- 12) fee owed to the school.

**B. Dismissal due to failure to attend the program of study
(See Attendance Policy, Procedures for Student Attendance step #8)**

1. Students who are absent for five consecutive scheduled school days without contacting the school will be dismissed from study. The Student will receive a "reason for dismissal" letter, and a statement of tuition refund or tuition owing, if applicable."
2. The Director will prepare and send a letter via Canada Post and via email stating to the student that they will be dismissed due to being absent for a minimum of five consecutive days without contacting the School. A dismissal date will be given effective 10 days from the mailing or sending of the letter, and sending electronically. If the student does not contact the Administration Assistant or the Director, or return to school within the indicated time, the dismissal will be effective. A copy of this letter will be placed into the student's file.