

Dismissal Policy

EduGlobal College expects students to comply with the code of conduct of the institution. Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

EduGlobal College expects students to comply with all policies, procedures of this college.

The policy applies to all EduGlobal College students who are currently enrolled students in all Programs and courses.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault / harassment/ discrimination/bullying, physical assault or other violent acts committed on or off campus against any student, verbal abuse or threats, vandalism of school property, theft.

Concerns related to a student's conduct shall be referred to the On-site administrator or Director to process in accordance with this Policy.

Students can be dismissed based on academic performance or attendance. If a student fails to inform the instructor or the college regarding his/her long absence, it will be considered as unauthorised absence and disciplinary action will be taken. Seven days of unauthorised absence may lead to termination/dismissal.

All communication related to dismissal will be in writing and a copy will be placed in the student file.

Procedure:

1. All concerns relating to student misconduct shall be reported to the on-site administrator. Concerns may be brought by staff, students or the public.
2. All reporting must be in writing.
3. The on-site administrator 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 on-site administrator will meet with the student as soon as practicable.

4. Following the meeting with the student, the on-site administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
5. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
6. The on-site administrator will meet with the student and do one of the following:
 - a. Determine that the concern(s) were not substantiated;
 - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
 - i. Give the student a warning setting out the consequences of further misconduct;
 - ii. Set a probationary period with appropriate conditions; or
 - iii. Recommend that the student be dismissed from the Institution.
7. The on-site administrator will prepare a written summary of the determination. A copy shall be given to the student and the original will be placed in the student file.
8. If the student is issued a warning or placed on probation, the on-site administrator 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.
9. If on-site administrator is absent, the Director will be the next person to whom this can be reported, and the Director will follow all procedures as listed above.
10. If the recommendation is to dismiss the student, the Director of the school will meet with the student to dismiss him/her from study at the school. The Director of the school will deliver a letter of dismissal to the student and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
11. 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.

12. If the student owes tuition or other fees to the school, the Director will undertake the collection of the amount owing.
13. All records will be kept in the student file, all concerned staff and instructors would be notified.