



## DISMISSAL POLICIES AND PROCEDURES

Excel Career College expects students to meet and adhere to the rules and regulations of the College and its Code of Conduct (as set out in the College's Respectful-Fair Treatment Policy) while completing a program of study. Failure to adhere to the College's rules, regulations and/or code of conduct may result in dismissal or disciplinary actions.

Without limitation, a student may be dismissed/expelled from the program after review by the Student Services Manager (Lucas Spada) [studentsupport@excelcareercollege.ca](mailto:studentsupport@excelcareercollege.ca) or Campus Director (Carrie-Lynn Hicks) [carrie-lynn@excelcareercollege.com](mailto:carrie-lynn@excelcareercollege.com) for one of the following reasons:

- Failing repeatedly or not completing all courses (determined by program) in which the student is registered.
- Failing payments after receiving two (2) financial warning letters.
- Sexual assault.
- Physical assault or other violent act committed on or off campus against a student or staff member.
- Verbal abuse or threats.
- Vandalism of school property.
- Theft.
- Plagiarism.
- Academic Misconduct/ Cheating.
- The use of Artificial Intelligence.
- Attendance.

Students who do not meet the expectations outlined in the *Student Handbook* will be subject to the procedures outlined below, which may result in immediate dismissal from the institution, depending on the severity of the misconduct. Concerns related to a student's conduct shall be referred to the Campus Director to process in accordance with this policy.

### Procedure:

1. All concerns relating to a student's conduct/misconduct shall be directed in writing to the Student Services Manager (Lucas Spada) [studentsupport@excelcareercollege.com](mailto:studentsupport@excelcareercollege.com) or the Campus Director [carrie-lynn@excelcareercollege.com](mailto:carrie-lynn@excelcareercollege.com). Concerns may be brought by staff, students, instructors, or public.
2. The Student Services Manager or Campus Director will arrange to meet with the student to discuss the complaint within 5 business days of receiving notice of the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Student Services Manager or Campus Director will meet with the student as soon as possible.



3. Following the meeting with the student, the Student Services Manager or Campus Director will conduct any further investigations deemed necessary to determine whether the complaint is substantiated, in whole or in part.
4. Any necessary inquiries or investigations shall be completed within 5 business days of the initial meeting with the student.
5. Upon completion of all inquiries and investigations the Student Services Manager or Campus Director will provide the student with a written determination with respect to the complaint. In the event a student wishes to dispute a written determination, the dispute shall be resolved in accordance with the College's Dispute Resolution Policy.
6. In the event the complaint has been substantiated, the Student Services Manager and/or Campus Director may:
  - a. Give the student a written warning, a copy of which will be signed and acknowledged by the student and placed on the student's file.
  - b. Set a probationary period with conditions which must be fulfilled or demonstrated. During a probationary period, a student's conduct will be monitored by the Student Services Manager and/or Campus Director. Any notice of a probationary period will be signed and acknowledged by the student and placed on the student's file.
  - c. Relocate the student to another class.
  - d. Dismiss the student from the program of study. In the event of a dismissal, the Student Services Manager and/or Campus Director will provide the student with a written notice of dismissal which will include a calculation of any refund which may be due under the Tuition Refund Policy. Any refund deemed to be owing under the Tuition Refund Policy shall be delivered to the student within 30 days of the date of the notice of dismissal. In the event the student owes tuition or other fees to the College at the time of the dismissal, the Student Services Manager and/or Campus Director may undertake collection of the amount owing, forthwith upon dismissal.
  - e. Request immediate payment or compensation in the event of any physical damage caused by the student to the College's equipment or facility.

#### **PROGRAM RE-ENTRY POLICY AFTER DISMISSAL**

A student who has been dismissed from a program will be assessed on a case-by-case basis for re-entry. Students who were dismissed by the College for academic, attendance, misconduct, or financial discrepancies will need to meet with their Campus Director or Student Services Manager to be considered for reentry. All students granted re-entry will be required to complete all theoretical components of their program that have not yet been completed. Students that have re-entered and only have the practicum or co-op, or less than 15% of the theoretical courses to complete and a practicum or co-op, will be assessed on a case-by-case basis as to what courses or skills will need to be refreshed or retaken before being



placed on a work experience. Students wishing to re-enter the program are required to apply to the Campus Director or Senior Education Administrator before their one-year dismissal date. To re-enroll into the program the student will be required to pay a re-enrollment fee of \$500. This fee is due prior to joining the course. The required courses to retake and permission to enter the program are at the discretion of the College. A re-entrance administration fee will be required. (Please see Course Retake and Fees.)

**INTERNATIONAL STUDENTS:** Please be advised that your withdrawal will be reported to Immigration, Refugees and Citizenship Canada (IRCC). Additionally, due to recent rule changes, you cannot begin studies at a new institution using your current Study Permit. To maintain your legal status in Canada, you must either contact us to request reinstatement or apply for new permits for a different institution immediately.