



DISMISSAL POLICIES AND PROCEDURES

Excel Career College expects students to comply with its rules and regulations and the Student Code of Conduct (as outlined in the Respectful-Fair Treatment Policy) throughout their program of study. Failure to do so may result in disciplinary action, up to and including dismissal.

The College is committed to supporting students in successfully completing their studies, including in cases where there have been previous policy violations. The College recognizes that students may encounter challenges and is dedicated to providing opportunities for improvement, learning, and accountability. When appropriate, the College may apply progressive disciplinary measures in a fair and consistent manner. These measures are intended to encourage corrective action while maintaining the integrity of the academic environment. Progressive discipline may include, but is not limited to, verbal warnings, written warnings, the implementation of a learning plan or academic probation, and, where necessary, suspension.

Excel Career College reserves the right to review each situation individually, taking into consideration the impact on the learning environment, students, and the institution. Depending on the severity of the situation, the institution reserves the right to bypass progressive steps and impose more immediate or severe disciplinary action.

Any of the following may result in immediate dismissal without a warning letter:

- Inability to meet required academic standards, including unsatisfactory progress, failure to complete coursework, or grades below the minimum passing requirement
- Failure to fulfill Work Experience requirements or comply with the Work Experience Policy
- Non-payment of outstanding tuition or related fees.
- Breach of the Student Code of Conduct, including disrespectful behaviour toward the College, its staff, instructors, or other students
- Violation of the Misconduct and Sexual Misconduct Policies
- Conviction of a criminal offence that impacts the student's ability to participate in their program or the safety of the College community
- Failure to demonstrate improvement while on a Student Improvement Plan (academic probation)
- Misrepresentation in the application process
- Failure to follow College policies and procedures
- Violation of the Attendance Policy, including repeated absences, lateness, or unapproved leave

Concerns related to a student's conduct or performance will be referred to the Campus Operations Lead and addressed in accordance with the procedures outlined in this policy. Outcomes may include disciplinary action, up to and including dismissal.



Procedure:

1. All concerns relating to a student's conduct/misconduct shall be directed to the Campus Operations Lead (operations@excelcareercollege.com). In the absence of the Campus Operations Lead, the Administrative Director will address the concern. Concerns may be brought by staff, students, instructors, or the public. A review will be conducted, and the Campus Operations Lead will determine if the student is to be dismissed.
2. The Campus Operations Lead may arrange to meet with the student to discuss the situation. A dismissal letter will be prepared and sent to the student, and a copy will be placed in the student's file.
3. If a student has outstanding fees, they are required to contact the Accounting Department (accounts@excelcareercollege.com) to arrange payment. Failure to do so may result in the account being referred to collections. If a refund is due to the student, the College will issue the refund within 30 days of the dismissal.
4. In situations involving serious or severe misconduct, the Campus Operations Lead may take immediate action as follows:
 - a. The student may be removed from class or campus by the Campus Operations Lead, and the nature of the concern will be discussed.
 - b. If necessary, the Campus Operations Lead will review the situation and may conduct further inquiry, as required, to determine whether the concern is substantiated.
 - c. If the concern is substantiated, the student may be dismissed without prior warning or probation. Written notice of the dismissal will be provided.
 - d. Where applicable, refunds will be issued in accordance with the Refund Policy within 30 days of the dismissal date.
 - e. Students with outstanding fees will be required to contact the Accounting Department to arrange payment. Failure to do so may result in the account being referred to collections.

Appeals of dismissal decisions must be made in accordance with the College's Dispute Resolution Policy outlined in the Student Handbook.

PROGRAM RE-ENTRY POLICY AFTER DISMISSAL

Students who are dismissed may apply for reinstatement by submitting a written request to the Campus Operations Lead.

Re-entry to a program following dismissal is not guaranteed and will be assessed on a case-by-case basis through a meeting with the Campus Operations Lead. Students may also be required to meet the admission requirements in effect at the time of re-entry.



Students approved for re-entry must complete any outstanding theoretical components of their program. Where a student has completed the majority of the theoretical portion (i.e., has only a practicum or co-op remaining, or less than 15% of coursework outstanding), the College will determine whether specific courses or skills must be refreshed or retaken prior to placement in a work experience component.

A re-enrollment fee of \$250 (for domestic students) and \$500 (for international students) is required prior to rejoining the program. Additional course retake or administrative fees may apply (see Course Retake and Fees). Final approval for re-entry, including required coursework and eligibility to return, is subject to approval by the College.