



Dismissal Policy

Name of Policy

September 01, 2021

Implementation Date

Chief Executive Officer

Position(s) Responsible

March 25, 2022

Date of Last Revision

ARV Canada 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.

Procedure for dismissal or disciplinary measures:

1. All concerns relating to a student's conduct/misconduct shall be directed in writing to the Senior Education Administrator or the College Administrator. Concerns may be brought by staff, students, instructors, or the public.
2. The Senior Education Administrator and/or College Administrator 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 Senior Education Administrator or College Administrator will meet with the student as soon as possible.
3. Following the meeting with the student, the Senior Education Administrator or College Administrator 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 Senior Education Administrator or College Administrator 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 Senior Education Administrator and/or College Administrator 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 Senior Education Administrator and/or College Administrator. 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 Senior Education Administrator and/or College Administrator 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 Senior Education Administrator and/or College Administrator 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.
- f. Students may be dismissed from a program for lack of academic performance or failure to attend classes.