Dismissal Policy

VICTORIA CAREER COLLEGE OF HEALTH AND BUSINESS LTD.

PTIB Institution No.	ID-03879
Effective Date	1st September, 2026
Position Responsible	Senior Education Administrator

Victoria Career College expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive and students should request clarification from the Senior Educational Administrator if they have any questions.

"Student" is defined as including prospective students as well as those currently registered or enrolled in any Victoria Career College programs or activity.

The Code of Conduct that Students are expected to follow include:

- Attend school in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behavior.
- Dress according to the school's dress code as outlined in the Student Handbook.
- Refrain from cheating or plagiarism in completing class assignments.
- Treat school property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from bringing any alcohol or any prohibited mood-altering substances to the Institution.
- Refrain from making inappropriate remarks concerning another student or staff's ethnicity, race, religion or sexual orientation.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.

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

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.
- Vandalism of school property.
- Theft.

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.

Attendance Based Dismissal:

- Students who are absent for 20% of scheduled classes will be dismissed from study.
- Students who are absent for five consecutive scheduled school days without contacting the school will be dismissed from study.

Concerns related to a student's conduct shall be referred to the Senior Educational Administrator to process in accordance with this Policy.

Procedure:

1) All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Concerns may be brought by staff, students or the public.

2) The Senior Educational 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 Senior Educational Administrator will meet with the student as soon as practicable.

3) Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.

4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.

5) The Senior Educational 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.

6) The Senior Educational 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.

7) If the student is issued a warning or placed on probation, the Senior Education 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.

8) If the recommendation is to dismiss the student, the Owner of the school will meet with the student to dismiss him/her from study at the school. The Owner of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.

9) If a refund is due to the student, the head of school will ensure that a cheque is forwarded to the student within 30 days of the dismissal.

10) If the student owes tuition or other fees to the school, the head of the school will undertake the collection of the amount owing.