Respectful and Fair Treatment Policy

VICTORIA CAREER COLLEGE OF HEALTH AND BUSINESS LTD.

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

Policy:

Victoria Career College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on Victoria Career College premises or in the course of activities or events hosted by Victoria Career College the following activities are prohibited:

- Bullying
- Harassment
- Discrimination
- Abuse of any nature
- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

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

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.