

<u>ICCS College of Canada of Canada of Canada Ltd.</u>	<u># 04657</u>
Name of Institution	Institution Number

<u>Dismissal Policy</u>	<u>Oct 20, 2022</u>	
Name of Policy	Effective Date	Revision Date

Director

 Position(s) Responsible for Administering this Policy

Policy:

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at ICCS College of Canada. The list below outlines the code of conduct that all students are expected to follow. If necessary, students should request clarification from the Director.

Code of Conduct

While on ICCS College of Canada premises or in the course of restraint classes, field trips, or any other activities or events hosted by ICCS College of Canada outside of college premises, students:

- Must comply with all applicable ICCS College of Canada policies, including the Attendance Policy;
- Must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behavior;
- Must not steal, misuse, destroy or deface ICCS College of Canada property.
- Must not consume, possess or distribute alcohol or controlled or restricted substances; and
- Must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive. Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

Procedure:

1. All concerns relating to student misconduct shall be directed to the Director. Concerns may be brought by staff, students, or the public.
2. The Director will arrange to meet with the student to discuss the concern(s) within five school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Director will meet with the student as soon as possible and conduct whatever further investigation is necessary to determine whether the concerns are substantiated.
3. Any necessary inquiries or investigations shall be completed within five school days of the initial meeting with the student.
4. The Director will meet with the student and do one of the following:
 - a. Determine that the concern(s) were unsubstantiated.
 - 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. Dismiss the student from ICCS College of Canada.
5. The Director 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's file.
6. If the student is issued a warning or placed on probation, the Director and the student will both sign the written warning or probationary conditions, and the student will be given a copy. The original document will be placed in the student's file.
7. If the decision of the Director is to dismiss the student, the Director will meet with the student in person at the College to dismiss them from studying at the College. The Director will deliver to the student a letter of dismissal and a calculation of the refund due or tuition owing in accordance with the refund policy. If the student is not in attendance at the College, the Director will send a Letter of Dismissal by mail or email to the student within five school days of the decision to dismiss being made.
8. If a refund is due to the student ICCS College of Canada will issue a refund to the student within 30 days of the date of dismissal.

If the student owes tuition or other fees to the institution, ICCS College of Canada may undertake the collection of the amount owing.