

ANLII HEALTH COLLEGE

DISMISSAL/EXPULSION POLICY

Anlii Health College reserves the right to expel/dismiss a student whose conduct is deemed to be unsatisfactory. Such conduct includes: academic fraud, non-payment of outstanding fees, not abiding by the code of conduct, significant omissions or errors in Admissions documentation, academic failure, non- attendance, harassment, bullying or discrimination, misuse of college property, endangerment of staff or students, and/or failure to abide by school rules and regulations.

Anlii Health College reserves the right to dismiss/expel any student prior to completing a program or course if it is determined that the student is not attending sessions when scheduled, has an unsatisfactory attitude, or has not adapted to the area of study. Similarly, students not maintaining satisfactory progress must not be permitted to continue with their program. Students must be aware that continued lack of effort on their part may result in dismissal.

Conditions for Expulsion

The following outlines the conditions under which a Anlii Health College student may be expelled with cause. Conduct may include, but is not limited to;

1. Academic fraud – It is at the discretion of the college to expel a student for academic fraud. Academic fraud could be deemed as any action or deed, performed alone or with others, for the unfair advantage or benefit of themselves or others, or use of any word or phrase that could be construed as fraud, including:
 - a. reproduction of Anlii Health College courseware,
 - b. unapproved collaboration
 - c. alteration or records
 - d. bribery
 - e. plagiarism
 - f. dishonesty
 - g. cheating

ANLII HEALTH COLLEGE

DISMISSAL/EXPULSION POLICY

2. Outstanding fees – where a student has outstanding tuition and/or fees owing, and has not addressed or has made restitution within seven (7) days or receiving written notification from the campus.
3. Code of Conduct -
 - a. Where a student has been put on suspension and after their return, fails to comply with the rules and terms of the college
 - b. Where a student is found under the influence of drugs and/or alcohol or carrying weapons, the student will be subject to immediate expulsion
 - c. Where a student has endangered or caused physical harm to a person or property
 - d. Where a student has been disruptive in class or is insubordinate to a staff member
4. Admissions Policy – the private career college will ensure that a registered student meets all of the requirements for academic acceptance to the program. Where the student has provided inaccurate information on their application to the college, the student may be expelled
5. Academic Failure – where a student fails to meet the academic requirements of their program. It is the sole decision of the private career college to offer any options to the student regarding alternatives for another program.
6. Attendance – where a student is not meeting the required attendance for the program. Students who are not meeting the College's Attendance Policy without sufficient cause will result in automatic expulsion

ANLII HEALTH COLLEGE

DISMISSAL/EXPULSION POLICY

7. Harassment or Discrimination – the private career college will not allow harassment or discrimination of any kind towards any staff member, student, or visitor to the college. If a student has been found to be harassing or involved in any discriminatory activity, the student will be suspended, pending an investigation
8. College Property – where a student has caused damage, destroyed, misused, stolen or otherwise used the property of the private career college in an inappropriate manner. The student will be required to make restitution for any costs incurred
9. Endangerment of Staff or Students – where a student has caused endangerment to a staff member or another student by an act of assault or by an action that could result in endangering the safety of themselves or others at the private career college

Expulsion Procedure

At the discretion of the AnlII Health College and based upon the severity of the incident, the following steps may be taken prior to the expulsion/dismissal of the student:

- i) Verbal warning
- ii) Written warning
- iii) Suspension, and
- iv) Expulsion

ANLII HEALTH COLLEGE

DISMISSAL/EXPULSION POLICY

Notification of Expulsion/Dismissal

Where a student is subject to expulsion/dismissal for any of the above reasons, the student will receive notification in writing, either by hand delivery or by registered mail, with a return receipt to ensure receipt of notification. If the registered mail is returned to the college due to an invalid address provided by the student, the college is not responsible for non-delivery.

The notification of expulsion/dismissal will contain the reason as well as the effective date of the expulsion. If the expelled/dismissed student wishes to dispute the expulsion/dismissal, they must file an appeal within three days in writing to the Owner of the school. If the appeal is unsuccessful, the student will be considered expelled from the college.

The student will have the opportunity for further appeals through the Complaints process to the Superintendent of the private career colleges.

Fees

Where a student has been expelled by the college, the student will be considered withdrawn from their program as of the effective date of the expulsion. The college will be required to calculate the student's account as of the official withdrawal date of the expulsion based on the College's Fee Refund Policy, determined by the requirements of the province in which the student is enrolled.

Treatment of Books and Equipment

A student who is expelled is responsible for the return of any college equipment or books (which are unopened and in the same state they were supplied) within ten (10) days of expulsion from the program. If not, the student will be held financially responsible.