

Procedure:

1. All concerns relating to student misconduct shall be directed to the Onsite Administrator in the first instance and/or the Director. Concerns may be brought by staff, students, work experience hosts or the public.
2. As needed, within 5 college days of receiving the complaint, the Director or Senior Educational Administrator will arrange to meet with the student and /or complainant to discuss the concern(s).
3. Following the meeting with the student and /or complainant, the Director or Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns can be substantiated.
4. Any necessary inquiries or investigations shall be completed within 5 college days of the initial meeting with the student.
5. The Onsite Administrator or Director 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 College.
6. The Senior Educational Administrator or Director will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the College's complaint file, and the original will be placed in the student's file.
7. If the student is issued a warning or placed on probation, the Senior Educational Administrator or Director of Education and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed on the student's file.

8. If the recommendation is to dismiss the student, the College will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing.
9. If a refund is due to the student, the Onsite Administrator/ Director of Education 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 College, the Onsite Administrator / Director may undertake the collection of the amount owing.