

Student Dismissal Policy

POLICY NO.	GC-POL-03
EFFECTIVE DATE (THIS REVISION)	September 9, 2026
ORIGINAL ADOPTION	January 1, 2020
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Senior Educational Administrator
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual s.3.2.1
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

This policy sets out the reasonable grounds on which a student may be dismissed from Guildford College and the process the College will follow, consistent with the PTIRU Policy Manual. This policy is provided to every student before the start date of their program.

2. Grounds for Dismissal

A student may be dismissed for any of the following reasons:

- Unauthorized absenteeism, including failure to inform the College of an absence in accordance with the Attendance Policy or to provide required medical documentation.
- Academic dishonesty or a serious or repeated violation of the Academic Misconduct Policy or Student Academic Integrity Policy.
- Falsification, alteration, or misuse of College records, documents, or credentials.
- Damage to, or theft of, College property or the property of another student or staff member.
- Possession, use, or distribution of illegal drugs or controlled substances on College premises or at a College-sponsored activity.
- Conduct that is violent, threatening, or seriously disruptive to the learning environment.
- Verbal, physical, or written abuse of College staff, instructors, or other students.
- A serious or repeated breach of the Respectful and Fair Treatment Policy, Harassment and Anti-Racism Policy, or Sexual Misconduct Policy.
- Failure to meet the minimum academic progression standards set out in the Academic Alerts Policy after all remediation steps have been exhausted.
- Non-payment of outstanding tuition or fees after the notice and cure period set out in the Tuition and Fees Policy.
- Providing false or misleading information in an admission application or supporting document.

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- Failure to meet the admission or work experience placement requirements applicable to the program, where the failure is not the result of College error.
- Any other conduct that a reasonable person would consider incompatible with continued enrolment, applied consistently and without discrimination.

3. Process

1. On receipt of a report of potential grounds for dismissal, the Senior Educational Administrator (SEA) will meet with the student within 5 school days to hear the student's response.
2. Where necessary, the SEA will complete any further investigation within 5 school days of that meeting.
3. The SEA will document findings and determine one of the following outcomes: (a) the matter is closed with no action; (b) a written warning or a period of academic probation is issued; or (c) dismissal is recommended.
4. Where dismissal is recommended, the College will provide the student a written Notice of Dismissal setting out the grounds for dismissal and the effective date.
5. A copy of the decision is placed on the student's file. In the SEA's absence, the President & Senior Educational Administrator assumes the SEA's responsibilities under this policy.

4. Refunds Following Dismissal

A student who is dismissed will receive any refund owing in accordance with the Refund Policy, paid within 30 days of the date the notice of dismissal is delivered. Outstanding fees owed by the student remain payable and may be referred for collection.

5. Appeal

A student who disputes a dismissal decision may seek review under the Dispute Resolution Policy.

6. Re-Application for Admission

A student who is dismissed under this policy may not apply for admission to any Guildford College program until at least one full year has elapsed from the effective date of dismissal, as set out in the Admission Policy. This waiting period applies consistently to every dismissed student and does not limit the student's right to seek review of the dismissal decision under Section 5 (Appeal) or the Dispute Resolution Policy.

The College retains the right to decline a re-application — including one submitted after the one-year waiting period has elapsed — where the student's prior academic record at the College shows poor academic performance indicating the student may not be prepared for the academic rigor of the program(s) sought, making the student a high-risk applicant for admission. This determination is made on the student's individual record and is applied consistently and without discrimination.

Approved by: **Firas Haddad**
President & Senior Educational Administrator, Guildford College