



Ashton College

Policy No: 1007

Responsibility: President

POLICY

TITLE: Student Dismissals

CATEGORY: Student

APPROVED BY: President

EFFECTIVE: June 16, 2003

REVISED: March 31, 2004, August 7, 2007 December 21 2007 January 22 2008, February 26 2008

RELATED POLICIES:

Purpose

The purpose of this policy is to set out the grounds upon which a student may be dismissed from a program or course and the steps to be taken when such dismissal arises.

Policy Statement

In certain circumstances, it may become necessary to dismiss a student from a program or course. The dismissal must take place in an orderly fashion and if appropriate, a refund of monies must be made to the dismissed student.

Grounds for Dismissal

A student may be dismissed from a program or course on one or more of the following grounds:-

- 1) Failure to provide documentary evidence of immigration status

- 2) Failure to obtain the necessary visa to attend Ashton College as an International Student
- 3) Failure to make payment of academic fees and related costs in accordance with any agreement reached with the Fees Office
- 4) Failure to comply with the academic requirements of any program or course

Responsible Officer

Only the College Vice-President is empowered to dismiss a student in terms of this policy.

Rules of Natural Justice

Prior to the dismissal of the student, the Vice-President shall ensure that the rules of natural justice have been carefully followed and that all parties to the dispute have been given a fair opportunity of presenting the facts of the matter. Any decision to dismiss a student shall be conveyed to the student in writing at the earliest possible opportunity. The student shall also be advised of the reasons for such dismissal.

Appeals

If a student is dissatisfied with the decision of the Vice-President, the student may in writing refer the matter to the College President within seven days of the decision of the Vice-President. Within seven days of receiving the notice, the College President shall give notice to the student and to the Vice-President that they may submit written statements to the President within fourteen days of such notice. The student and the Vice-President may also request to be heard in person.

The College President must consider the written statements (if any) as well as the oral presentations (if any) within fourteen days of receiving the written statements or hearing the oral presentations, whichever is the later.

The College President can decide to confirm or dismiss the decision of the Vice-President.

The decision of the College President shall be final from which no appeal may lie. This shall not detract from any party's right to pursue the matter through other appropriate legal means.

Refunds

1. If a student is dismissed within 10% of the period of instruction specified in the contract, the college will retain 30% of the total tuition fees due under the contract.
2. If a student is dismissed after 10% and before 30% of the period of instruction, the college will retain 50% of the total tuition fees due under the contract.
3. If a student is dismissed after 30% of the period of instruction, there will be no refund.

Procedure:

1. Once the decision has been made to dismiss the student, the student must be advised immediately of that decision in writing.
2. A program cancellation form must be filed with the Registrar's office and a copy of the letter of dismissal attached to that form.
3. The Registrar must immediately forward a copy of the cancellation form to the Fees Office who will determine whether a refund is due to the student and if so, the exact amount of that refund. It is the responsibility of the Fees Office to then advise the student accordingly.