



Vancouver TESOL Training Centre - VTTC

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**Dismissal Policy and student code of conduct**

**Date 20/11/2015**

Implementation Date

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**Principal and Director of Studies**

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 Vancouver TESOL Training Centre. If necessary, students should request clarification from the the Director of Studies. “Student” means a person who is presently enrolled at Vancouver TESOL Training Centre.

**Code of Conduct**

While on Vancouver TESOL Training Centre premises or in the course of activities or events hosted by Vancouver TESOL Training Centre, students:

- must comply with all applicable Vancouver TESOL Training Centre 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 behaviour;
- must not steal, misuse, destroy or deface Vancouver TESOL Training Centre property;
- must not consume, possess or distribute alcohol or controlled or restricted substances
- must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

**Procedure:**

- 1) All concerns relating to student misconduct shall be directed to the Director of Studies. Concerns may be brought by staff, students or the public.
- 2) The Director of Studies will arrange to meet with the student to discuss the concern(s) within 5 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 of Studies will meet with the student as soon as is reasonably possible.

- 3) Following the meeting with the student, the Director of Studies will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Director of Studies 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) Recommend that the student be dismissed from the Vancouver TESOL Training Centre.
- 6) The Director of Studies 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 file.
- 7) If the student is issued a warning or placed on probation, the Director of Studies 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.
- 8) If a refund is due to the student, the principal will ensure that a refund is forwarded to the student within 30 days of the dismissal.
- 9) If the student owes tuition or other fees to the institution, the principal may undertake the collection of the amount owing.