



Dismissal Policy

Policy Statement

The Language Gallery Canada (TLGC) is committed to taking all reasonable steps to ensure that students have the opportunity to successfully complete their program. TLGC has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not follow the policies of TLGC may be subject to penalties, up to and including expulsion.

TLGC will attempt to resolve a situation without expulsion. Prior to expulsion, depending on the severity and nature of the situation, TLGC may take intermediate steps at its discretion including:

- Verbal warning;
- Written warning;
- Suspension;
- Expulsion.

Where TLGC deems the integrity, safety or well-being of students, staff, clients, visitors and other guests are in danger then expulsion may be applied at TLGC's discretion at any point in the process.

In conjunction with this policy, TLGX must ensure that students receive and are aware of its code of conduct, and all applicable policies

Suspension Policy

Any member of staff can request and subsequently take steps to ensure that a student vacates the school premises if, on the basis of evidence, they discover or are made aware of any major contravention of the Student Code of Conduct. This would include, but would not be limited to:

- Aggressive or violent behavior or the threat thereof;
- Damage or threatened damage to TLGC buildings, students and/or staff and/or their property;
- Any activity involving the unauthorized use of drugs or alcohol;
- Any activity likely to disrupt the proper running of TLGC e.g. setting off the fire alarm, refusal to obey a reasonable request by a member of staff;
- Breaches of TLGC policies with particular reference to Sexual Violence and Sexual Harassment, Bullying, Equal Opportunities.



This policy applies to student conduct on TLGC premises; however, it may also be applied to conduct that occurs off TLGC premises if that conduct threatens or is perceived to threaten the safety or well-being of any student, staff or member of the TLGC community or if the conduct is considered to bring the name of TLGC into disrepute.

Where a student has been asked to leave the premises by a member of staff, the student should hand his/her ID card to that member of staff and, where applicable, any keys to TLGC's premises either electronic or manual. The member of staff will inform the student that they can only return to the school when they have received written permission to do so from the Campus Manager.

Where a student requires access to the school in order to prepare reports, gather evidence or obtain witness statements in respect of the disciplinary hearing, such access can be authorized by telephone by the Campus Manager. In such circumstances, the student would be required to identify the times at which they need to access the school and to sign in and out at reception.

The Student Services must inform the relevant Campus and Academic Manager of student suspensions within one working day of the student being asked to leave premises.

If suspended students are subsequently allowed to return on premises, Academic or Student Services Manager will ensure that the same people that were informed of the suspension are notified that it has been lifted. Where a suspension is lifted the student's ID card or other items which have been taken from the student will be returned to him/her, subject to the findings of any subsequent disciplinary or appeal hearing.

Neither of these processes, i.e. a member of staff asking a student to leave the premises or the issuing of a letter of suspension, is to be seen as any indication the eventual outcome of the investigation.

Expulsion Policy

The following outlines the conditions under which a student may be expelled with cause:

- Academic Dishonesty: students may be subject to expulsion at the discretion of TLGC for breaching an Academic Integrity Policy;
- Outstanding Fees: failure to pay tuition or other fees owing to TLGC is considered to be theft and students who fail to remit outstanding fees may be expelled after written warning has been provided by TLGC and the student fails to comply within the stated parameters;
- Code of Conduct: all students are required to adhere to code of conduct. Where the violations do not have the potential to result in physical harm to person or



property TLGC may expel a student who has received suspension for failure to comply and has since violated any of the terms of TLGC's code of conduct;

- **Drugs, Alcohol or Weapons:** students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion;
- **Misrepresentation, Significant Omissions or Errors in Admissions Documentation:** TLGC has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications or transcripts are subject to immediate expulsion;
- **Academic Failure:** students who fail to achieve the required academic standing in their programs will be put at Academic Probation and will be suspended or expelled from the program if failed to recover. TLGC may, at its discretion offer alternatives to a student and these are outlined in the Academic Progression Policy;
- **Attendance:** students who do not achieve the required attendance as stated in the Attendance Policy are subject to expulsion;
- **Harassment or Discrimination:** TLGC does not condone harassment or discrimination of any student, staff, client or visitor to the school. Students participating in harassing or discriminatory activities are subject to immediate suspension pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities. Please refer further to the Sexual Violence, Sexual Harassment Policy and Bullying Policy;
- **Misuse of the School Property-**TLGC's property is for the provision of TLGC's services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution;
- **Endangerment of Staff or Students:** TLGC is committed to ensuring the safety of all the TLGC staff, students, clients and visitors. Students who, by action or neglect in any way endanger the safety of themselves or others may be suspended or expelled.

Where no specific policy exists, TLGC should provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion.

Notification

Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or by registered mail. TLGC is not responsible for non-delivery by registered mail if the student has not provided a valid, current address.

The notification will contain a description of the basis for expulsion and the effective date.

Expelled students who dispute the facts of the expulsion must appeal the decision within



three days of the notification following the complaints procedure of TLGC provided to the student and providing sufficient proof to support the complaint.

Students who file an appeal and are unsuccessful are considered withdrawn from the TLGC. Further appeals must be filed through the Dispute Resolution Policy of the TLGC.

Fees

A student who is expelled by TLGC will be considered withdrawn from their program on the effective date of the expulsion. TLGC will officially withdraw the student and settlement of the student's account will be completed under TLGC's Fee Refund Policy.

Return of Property

A student who is expelled is responsible for the return of any TLGC property in his/her own possession within 10 days and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. However, TLGC may not deduct from a student's fee refund, as set out in the enrolment contract, any amount owing by the student with respect to such property.