
Automotive Training Centre

Name of Institution

00745

Institution Number

Student Dismissal Policy.

Name of Policy

Effective Date

Revision Date

Students are expected to meet and adhere to the Code of Conduct set out in Code of Conduct policy while completing a program of study at the Automotive Training Centre (ÄTC). “Student” means a person who is presently enrolled at ATC.

Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

Dismissal Procedure:

1. All concerns relating to student misconduct shall be directed to the Student Services. Concerns may be brought by staff, students or the public.
2. Student Services will arrange to meet with the student to discuss the concern(s) within five (5) school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, Student Services will meet with the student as soon as is reasonably possible.
3. Following the meeting with the student, Student Services will conduct an investigation and determine whether the concerns are substantiated.
4. Any necessary inquiries or investigations shall be completed within five (5) school days of the initial meeting with the student.
5. Student Services will meet with the student and do one of the following:
 1. Determine that the concern(s) were unsubstantiated;
 2. Determine that the concern(s) were substantiated, in whole or in part, and either:
 1. Give the student a warning setting out the consequences of further misconduct;
 2. Set a probationary period with appropriate conditions; or
 3. Recommend that the student be dismissed from the ATC.
 - Student Services 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.
 - If the student is issued a warning or placed on probation, Student Services and the student will all 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.
 - If the determination Student Services is to dismiss the student then the Student Services will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing.
 - If a refund is due to the student, ATC will ensure that a refund is forwarded to the student within thirty (30) days of the dismissal.

- If the student owes tuition or other fees to the institution ATC may undertake the collection of the amount owing.

Dismissal Procedure for Academic and Non-Academic Reasons

Procedure:

1. Dismissal for Academic Reasons

Students will normally be dismissed if they do not make adequate academic progress according to the timelines and policies set by their chosen program and/or the Senior Educational Administrator. When a student is dismissed, the academic record will indicate “Dismissed”.

A student in any program who is dismissed will not be eligible to apply for readmission to the institute for at least one year. After one year, students who have been dismissed from a program may be admitted to the same program provided they meet all admission requirements in effect for that program at the time they apply. Such applications must be accompanied by a statement from the Senior Educational Administrator who recommended the dismissal outlining the reasons for which the student was dismissed. Compelling evidence must be presented that a more successful outcome is likely if the student is to be readmitted. All cases for readmission must be reviewed and approved Campus Director. Students dismissed from a program more than once are not eligible to be considered for admission to any program in the institution.

A graduate student may be dismissed if academic progress has not been satisfactory. The Senior Educational Administrator may establish additional criteria for measuring student progress, but when this is done it is essential that:

- The Chief Executive Office be informed of these additional requirements; and
- all students, when they enter the program, be informed in writing of these additional requirements

A student must be informed in writing/email by the Student Services of unsatisfactory progress and given an opportunity to discuss the matter with Student Services before any recommendation for dismissal is made to the Chief Executive Officer.

The academic record will indicate “Dismissed”.

2. Dismissed – Failure to Attend

A student who fails to register and/or becomes absent without leave from their program for two or more consecutive weeks may be dismissed from the program. The academic record will indicate “Dismissed – did not register”. The institute will document that an attempt was made to contact Failure to register for two consecutive weeks may result in the student being dismissed. The program must first make reasonable attempts to contact the student by e-mail, telephone and/or regular mail. If there is no response after repeated attempts, the Senior Educational Administrator may recommend that the student be dismissed. The Senior

Educational Administrator must submit copies of the written attempts to contact the student and a memo confirming the non-registration and non-attendance of the student to the Chief Executive Officer.

The academic record will indicate “Dismissed – Failure to Attend”.

A student who does not complete formal dismissal/withdrawal procedures will be liable for all assessed fees until such procedures are completed.

3. **Dismissed – for Non-academic Reasons**

ATC reserves the right to require a student to be dismissed from the program if the Senior Educational Administrator, in consultation with the Chief Executive Officer, considers the student to be unsuited to proceed with the study or practice of the chosen course. Request to dismiss for non-academic reasons would not prevent the student from immediately applying for entry into the course again.

The Chief Executive Officer reserves the right to require a student to be dismissed from a program of study if the Senior Educational Administrator, in consultation with the Chief Executive Officer, considers the student to be unsuited to proceed with the course.

The academic record will indicate “Dismissed”.