

## STUDENT SUSPENSION AND EXPULSION POLICY

### 1. Policy Statement

- 1.1. The School is committed to taking all reasonable steps to ensure that students have the opportunity to successfully complete their program. The School 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 the School may be subject to penalties, up to and including expulsion.
- 1.2. The School will attempt to resolve a situation without expulsion. Prior to expulsion, depending on the severity and nature of the situation, The School may take intermediate steps at its discretion including:
  - Verbal warning
  - Written warning
  - Suspension
  - Expulsion
- 1.3. Where the School deems the integrity, safety or well-being of students, staff, clients, visitors and other guests are in danger then expulsion may be applied at the School's discretion at any point in the process.
- 1.4. In conjunction with this policy, the School must ensure that students receive and are aware of its code of conduct, and all applicable policies

### 2. Suspension Policy

- 2.1. 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:
  - 2.1.1. *Aggressive or violent behavior or the threat thereof;*
  - 2.1.2. *Damage or threatened damage to School buildings, students and/or staff and/or their property;*
  - 2.1.3. *Any activity involving the unauthorized use of drugs or alcohol;*

- 2.1.4. *Any activity likely to disrupt the proper running of the School e.g. setting off the fire alarm, refusal to obey a reasonable request by a member of staff;*
- 2.1.5. *Breaches of School policies with particular reference to Sexual Violence and Sexual Harassment, Bullying, Equal Opportunities;*
- 2.2. This policy applies to student conduct on School premises; however, it may also be applied to conduct that occurs off School premises if that conduct threatens or is perceived to threaten the safety or well-being of any student, staff or member of the TSoM community or if the conduct is considered to bring the name of the School into disrepute.
- 2.3. 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 TSoM'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 Academic or Student Services Manager.
- 2.4. 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 Academic or Student Services 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.
- 2.5. The Student Services must inform the relevant Academic Manager of student suspensions within one working day of the student being asked to leave premises.
- 2.6. 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.

2.7. 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.

### 3. Expulsion Policy

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

3.1.1. *Academic Dishonesty – students may be subject to expulsion at the discretion of the School for breaching an Academic Integrity Policy.*

3.1.2. *Outstanding Fees – failure to pay tuition or other fees owing to the School is considered to be theft, and students who fail to remit outstanding fees may be expelled after written warning has been provided by the School and the student fails to comply within the stated parameters.*

3.1.3. *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 the School may expel a student who has received suspension for failure to comply and has since violated any of the terms of The School's code of conduct;*

3.1.4. *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;*

3.1.5. *Misrepresentation, Significant Omissions or Errors in Admissions Documentation – The School 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;*

3.1.6. *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. The School may, at its discretion offer alternatives to a student and these are outlined in the Academic Progression Policy;*

3.1.7. *Attendance – students who do not achieve the required attendance as stated in the Attendance and Absenteeism Policy are subject to expulsion;*

3.1.8. *Harassment or Discrimination – The School 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;*

3.1.9. *Misuse of the School Property–TSoM’s property is for the provision of TSoM’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;*

3.1.10. *Endangerment of Staff or Students – TSoM is committed to ensuring the safety of all the School 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;*

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

#### 4. Notification

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

4.2. 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 the School provided to the student and providing sufficient proof to support the complaint.

4.3. Students who file an appeal and are unsuccessful are considered withdrawn from the School. Further appeals must be filed through the Complaints procedure of the School.

#### 5. Fees

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

#### 6. Return of Property

- 6.1. A student who is expelled is responsible for the return of any School 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, the School 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.

Last Updated: August 7<sup>th</sup>, 2018