

Gastown Business College		03469
Name of Institution		Institution Number
Dismissal Policy	January 01,2025	July 31,2025
Name of Policy	Effective Date	Revision Date

Purpose

This policy outlines the grounds on which a student may be dismissed from Gastown Business College, ensuring transparency and fairness in the dismissal process. It aims to maintain a safe and conducive learning environment for all students and staff.

Scope

This policy applies to all enrolled students at Gastown Business College.

Definition

Dismissal refers to the formal termination of a student’s enrollment due to breach of institutional policies or unsatisfactory progress.

Grounds for Dismissal

A student may be dismissed for any of the following reasonable grounds:

- a) Academic Performance: Failure to meet the minimum academic standards despite support and intervention.
- b) Attendance: Persistent absenteeism or failure to meet attendance requirements as outlined in the institution’s Attendance Policy.
- c) Misconduct: Breach of the institution’s code of conduct, including but not limited to cheating, plagiarism, harassment, discrimination, violence, or illegal activities on campus.
- d) Non-payment of Fees: Failure to settle tuition or other fees within specified deadlines without approved arrangements.
- e) Failure to Comply with Visa or Immigration Requirements: For international students, failure to meet visa conditions such as attendance or reporting requirements.
- f) Health and Safety Risks: Behavior or conditions that place the student or others at risk.
- g) Other Reasonable Grounds: Any other behavior or circumstances deemed reasonable by the institution’s management in accordance with both internal and external regulations.

Procedure and Application for Dismissal

Step 1: Investigation

- a) The institution will conduct a fair and thorough investigation into any alleged grounds for dismissal.
- b) Relevant evidence will be gathered and reviewed impartially by the General Manager Deborah Cividino deborah@gbcol.ca

Step 2: Notification

- a) The student will receive a written notice detailing the specific reasons for the proposed dismissal.
- b) This notice will also inform the student of their right to respond by the General Manager Deborah Cividino deborah@gbcol.ca

Step 3: Student Response

- a) The student will be given a reasonable period of five business days from the date he/she was made aware of the dismissal to provide a written response to the allegations addressed to the General Manager Deborah Cividino deborah@gbcol.ca

Step 4: Review

- a) The institution will carefully review the student's response along with all gathered information and evidence by the SEA Ankita Saini ankita@gbcol.ca

Step 5: Decision

- a) A final decision regarding dismissal will be made based on the review by the SEA Ankita Saini ankita@gbcol.ca
- b) The student will be informed in writing of the decision, the reasons for it, and details about their right to appeal by the SEA Ankita Saini ankita@gbcol.ca

Step 6: Appeals will be Offered in Accordance with Dispute Resolution Policy

- a) If the student wishes, they may appeal the dismissal decision in accordance with the institution's dispute resolution policy.
- b) The appeal must be lodged within 5 business days from the date of the dismissal decision to the General Manager Deborah Cividino deborah@gbcol.ca

Communication of all Gastown Business College Policies Including the Dismissal Policy

The institution will provide each student with a copy of this Dismissal Policy before their program start date.