

Expulsion Policy

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Student Expulsion Policy

1. Introduction

The Trebas Institute is committed to taking all reasonable steps to provide a learning environment that supports and encourages students to develop knowledge, understanding and skills during their course of study to ensure that students successfully complete their programs with meaningful learning experiences. The Institute, within this general framework, strives to create a fair and equitable learning environment and opportunities for all students while they are a part of the Trebas Institute.

Students are expected to conduct themselves in a manner that conforms with the ethical values and the academic goals of the Institute. The Institute holds each student responsible for his/her intentions and conduct, individually and as a part of a group, including the responsibility of the consequences of his/her conduct.

2. Scope

- 2.1. The policy is relevant and applicable to all individuals enrolled at the Trebas Institute as students. These regulations also apply to students who are undertaking internships as a part of their program of study at the Institute
- 2.2. This policy is also relevant to in-person and/or online/virtual attendance of scheduled classes for all students of the Trebas Institute

3. Guiding Principles

- 3.1. This policy pertains to the requirements as prescribed under s.315, s. 20.13 and s. 24.4 of O. Reg 415/06 of the Private Career Institute Act, 2005, and conforms to the Ontario Association of Career Institutes' Student Expulsion Policy Guide
- 3.2. The policy relies heavily on the Ontario Human Rights Code

4. Expulsion Causes, Outlines and Conditions

- 4.1. **Code of Conduct** – the Institute's published Code of Conduct promotes a positive and effective learning environment. It upholds the school's ethos and sets out clear standards of behavior expected of the student(s). Each student, individually and in a group, is required to comply with the Code of Conduct and take responsibility for the actions and consequences of non-compliance, which could be up to expulsion. Students who are found in possession, distribution, or under the influence of alcohol and/or Illegal drugs or are found carrying any object (for

example, weapons) that may endanger or injure the safety of oneself or another person(s) will be expelled with immediate effect.

- 4.2. **Outstanding Fees** – The Institute will take measures such as a written reminder, warnings and an agreed timeframe within which students must remit outstanding fees. Should the student fail to comply with the stated parameters within the stipulated period both parties have agreed upon, the student may be expelled. In such cases, the student may be reinstated after outstanding dues are paid to the Institute, including the tuition fee for the remaining duration of the study period.
- 4.3. **Academic Dishonesty** – all students are expected to always behave as responsible and honest members of the Institute. Academic Dishonesty includes any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to oneself or other student(s), including but not limited to:
- 4.3.1. Cheating
 - 4.3.2. Plagiarism
 - 4.3.3. Unapproved collaboration
 - 4.3.4. Bribery
 - 4.3.5. Lying
 - 4.3.6. Misrepresentations

An allegation made against a student with respect to Academic Dishonesty may result in a disciplinary action, up to expulsion from the Institute.

- 4.4. **Significant Omissions or Errors in Admissions Documentation** – the Institute has a responsibility to ensure students have been admitted in accordance with and in compliance with the registration and enrollment requirements for each program. Students who knowingly or in error misrepresent their applications, or fail to provide relevant information when requested, are subject to immediate expulsion.
- 4.5. **Academic Progression** – attaining a minimum passing grade is required throughout the coursework for a student to be in good academic standing. In accordance with the Academic Policies and Procedures, the student must meet with the instructor and Student Services to be eligible for Academic interventions and rewrites, should a student not meet the minimum passing grade. In certain situations, the academic standing of a student may change to ‘on Academic Probation’. Failure to attain a minimum passing grade and/or meet the minimum attendance standards when a student is on Academic Probation will lead to expulsion from the program.

4.6. **Attendance** – students are expected to attend classes as scheduled (including theoretical, practical components and internship). A student whose attendance falls below the minimum attendance standards of the Institute may not be eligible to continue his/her program. In accordance with the Attendance policy and procedures of the Institute, the student may be expelled on grounds of Absenteeism without prior approval or submitting medical records as reason for absence. Students funded through the Ontario Student Assistance Program, who have not been in attendance for 28 consecutive calendar days, will be withdrawn from the program of study.

4.7. **Harassment or Discrimination** – the Institute does not condone any form of harassment towards or discrimination against any student, staff, client, or visitor at the Institute. The Institute reserves the right to draw from and depend upon the provisions of the Ontario Human Rights Code to determine what constitutes harassment and/or discrimination. The Trebas Institute Management will take immediate corrective and disciplinary measures to address or resolve the complaint, which may include but are not limited to, immediate suspension with a pending investigation of the student(s) who have initiated, participated, or expressed an intent of harassment or discriminatory activities. If it is determined

by the investigation that a student, instructor, or staff has engaged in harassment or discriminatory activities, the corrective actions will be taken up to and including termination of employment for the instructor or staff and expulsion of the student.

4.8. **Misconduct against the Institute Property** – Students must not take or possess Institute property without authorization. Misconduct towards the Institute property includes, but is not limited to, damaging, defacing, vandalizing, misusing, stealing or otherwise using the property in a way that is prohibited (e.g., Network User Agreement). Disciplinary measures may be taken, up to expulsion and including restitution.

4.9. **Endangerment or Misconduct against Persons** – the Institute is committed to ensuring safety for all staff, students, clients and visitors. Students who by verbal or physical action, or neglect in any way, create conditions that endanger or threaten the safety of one or more persons, including themselves, will be subject to disciplinary measures, which include expulsion

5. Intermediate Measures

Where the Institute deems the integrity, safety or wellbeing of the students, staff, clients, visitors, other guests, or the Institute as a whole unit is in danger, then expulsion may be

applied at the Institute's discretion at any point in the disciplinary process. Prior to expulsion, depending on the severity and nature of the situation, the Institute may take intermediate steps at its discretion including:

- 5.1. verbal warning(s)
- 5.2. written warning(s)
- 5.3. Suspension

6. Notification

Students who are expelled will receive a written notice of expulsion, either hand delivered or by registered mail. A copy of the notice will be emailed to the student at the email address on record provided by the student. The Institute is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides. The notification will contain a description of the basis for expulsion and the effective date.

7. Right of Appeal Procedure

7.1. Step 1.

Students who dispute the facts of the expulsion or termination must appeal the decision within three days of the notification by following the Complaints Procedure of the Institute, provided the students are attending a registered program recognized as being protected under the Private Career Institutes Act 2005.

7.2. Step 2.

The student will submit a completed written complaint to the Student Services Department in person or by using the following contact information:

Student Services: studentservices.tor@trebas.gus.global
416-966-3066 – 543 Yonge Street, Suite 300, Toronto, Ontario M4Y 1Y5

The Student Services Department will arrange a meeting with the student within 7 days of receipt of the written complaint. The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. This meeting will have minutes taken.

The Student Services Department will provide a written response to the student, outlining the discussion and any proposed and/or agreed upon solution(s), within 7 days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held. If not resolved at this level, the student will proceed to Step 3.

7.3. Step 3.

The student will submit a completed written complaint to the VP of Operations in person or by using the following contact information:

Mohamed Slimani, Vice President (VP) of Operations –
mohamed.slimani@trebas.gus.global

416-966-3066 – 543 Yonge Street, Suite 300, Toronto, Ontario M4Y 1Y5

The VP of Operations will arrange a meeting with the student within 7 days of receipt of the written complaint (which should include the Student Services Department’s response with recommended solutions and the student’s objections or comments regarding these solutions).

The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. This meeting will have minutes taken.

The School’s Director will provide a written response to the student, outlining the discussion and any proposed and/or agreed upon solution(s) within 7 days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held.

If not resolved at this level, the student may submit a student complaint to the:

Superintendent of Private Career Colleges
Ministry of Colleges and Universities 77 Wellesley Street West, Box 977,
Toronto, Ontario M7A 1N3

A student complaint form for submission to the Superintendent can be found at
www.forms.ssb.gov.on.ca

8. Fees

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

9. Return of Property

A student who is expelled from the Institute is responsible for the return of any Institute property in his/her own possession within 10 days and the student will be held financially responsible for any property not returned in good condition or as outlined in the student contract. However, the Institute 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. Property in Section 9 is not referring to the property specifically mentioned within the contract relating to fees charged to the student.

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