

Dismissal Policy

NPC College of Arts + Design expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive and students should request clarification from the Principal or on-site administrator if they have any questions.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.
- Vandalism of school property.
- Theft.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Students who are absent for more than 30% of classes can be dismissed from school or to any student who has been absent for five consecutive scheduled school days without contacting the school can be dismissed from **NPC College of Arts + Design**.

Concerns related to a student's conduct shall be referred to the on-site Administrator to process in accordance with Code of Conduct Policy.

Dismissal Procedure:

- 1) All concerns relating to student misconduct shall be directed to the principal. Concerns may be brought by staff, students or the public.
- 2) The principal will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the principal will meet with the student as soon as practicable.
- 3) Following the meeting with the student, the principal will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The principal will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the student be dismissed from the Institution.
- 6) The principal will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the student file.

- 7) If the student is issued a warning or placed on probation, the principal and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
- 8) If the recommendation is to dismiss the student, the principal of the school will meet with the student to dismiss him/her from study at the school. The principal of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
- 9) If a refund is due to the student, the school principal will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
- 10) If the student owes tuition or other fees to the school, the principal will undertake the collection of the amount owing.