

<u>Dunsmuir College</u> Name of Institution	_____	_____
Dismissal Policy Name of Policy	_____	_____
	Effective Date	Revision Date

Purpose

This policy outlines the grounds on which a student may be dismissed from Dunsmuir 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 Dunsmuir 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 Managing Director, Kalai Ponniah.

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 Managing Director, Kalai Ponniah.

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 Managing Director, Kalai Ponniah.

Step 4: Review

- a) The institution will carefully review the student's response along with all gathered information and evidence by the Finance and Administration Manager, Irwin Selvadhas.

Step 5: Decision

- a) A final decision regarding dismissal will be made based on the review by the Finance and Administration Manager, Irwin Selvadhas.
- b) The student will be informed in writing of the decision, the reasons for it, and details about their right to appeal by the Finance and Administration Manager, Irwin Selvadhas.

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 Managing Director, Kalai Ponniah.

Communication of all Dunsmuir College Policies Including the Dismissal Policy

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