

Oxford International Education Group (Vancouver)		03981
Name of Institution		Institution Number
	<b>September 6, 2013</b>	<b>April 12, 2022</b>
<b>Dismissal Policy</b>		
Name of Policy	Effective Date	Revision Date

1. Oxford International Vancouver may dismiss a student from a program on any of the following grounds:
  - Refusing to follow the English Only policy
  - Not obeying Canadian laws
  - Contravening the Respectful and Fair Treatment of Students policy
  - Plagiarism or cheating
  - Chronic absenteeism
  - Any other conduct, which is determined to be detrimental or damaging to the other students, staff members or Oxford International
  
2. The process by which a student may be dismissed from a program is as follows:
  - Concerns relating to student misconduct must be directed to a senior manager of the college (Director of Studies, Director of Operations)
  - The student will participate in an interview with either the Director of Studies or the Director of Operations to discuss the concerns and further investigation may be warranted. A letter of warning may be issued, and a possible suspension.
  - The Director of Studies or Director of Operations will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
  - Should dismissal be warranted, the Director of Studies, Director of Operations or another senior manager 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 college. Amounts owing will be paid within 30 days of the dismissal notice.