



## Student Expulsion Policy

Newbarry College of Business, Service and Technology will take reasonable and necessary steps to ensure students have the opportunity to successfully complete their programs. The College has a commitment to ensure that within this general framework all students are treated fairly and equally. Students who do not support the academic and ethical policies of the College may be subject to penalties, up to and including expulsion.

Newbarry College will attempt to resolve a situation without expulsion through verbal warnings, written warnings and suspension may precede as the final and most serious action. Expulsion may be applied at the College's discretion at any point in the process, if an action is deemed dangerous to the integrity, safety or well-being of students, staffs, clients, visitors, and other guests.

In conjunction with this policy, the College will ensure that students are aware of its code of conduct, academic policy, and attendance policy.

The following outlines the conditions under which a student may be expelled with cause:

1. **Academic Dishonesty** – students may be subject to expulsion at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:

- a. Cheating
- b. Plagiarism
- c. Unapproved collaboration
- d. Alteration of records
- e. Bribery
- f. Dishonesty
- g. Misrepresentations

2. **Outstanding Fees** – failure to pay overdue accounts owing to the College within the specified period may be grounds for expulsion after a written warning has been given.

3. **Code of Conduct** - all students are required to adhere to the College's code of conduct. Where the violations do not have the potential to result in physical harm to persons or property, the College may expel a student who has received a suspension for any failure to comply and has since violated any of the terms of the College's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

4. **Significant Omissions or Falsehoods in Admissions Documentation** – the College has a responsibility to ensure students meet the registration requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.

5. **Academic Failure** – students who fail to achieve the required academic standing in their programs may be expelled from the program. The College may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study. If a student has more than 3 subjects below 50% of the passing mark, the student may be expelled from the College.

6. **Attendance** – students who do not achieve the required attendance as stated in school policy are subject to expulsion. Students who are continuously absent for 10 hours or more in a course of 20 hours a week without a notice or reason may be expelled.

### Newbarry College

[www.newbarryc.com](http://www.newbarryc.com)

Address: 55 Town Centre Court, Suite 700

Scarborough, Toronto, ON, M1P 4X4

Telephone: +1(416)230-1816

General Email: [info@newbarryc.com](mailto:info@newbarryc.com)



**7. Harassment or Discrimination** – the College does not condone harassment or discrimination of any form to students, staffs, clients or visitors of the College. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension depending on the severity of the activity and pending investigation. Any student who is deemed by the investigation to have engaged in harassment or discriminatory activities will be expelled.

In determining what constitutes harassment or discrimination, the College refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web site (<http://www.ohrc.on.ca/english/code/index.shtml>).

**8. Misuse of Property** – College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

**9. Endangerment of Staff or Students** – the College is committed to the safety of all College staffs, students, clients and visitors. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:

- a. verbal warning
- b. written warning
- c. suspension
- d. expulsion

**Notification:**

Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or by registered mail with return receipt. The College 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. Expelled students who dispute the facts of the expulsion must appeal the decision in writing within one week of the notification. Students must follow the complaint procedure of the College and must provide sufficient proof to support their claim.

A student, whose expulsion is upheld after having followed the college's student complaint and appeal procedure, may file a further appeal through the complaints process to the Ministry of Training, Colleges and Universities, provided the student is attending a program approved under the Private Career Colleges Act, 2005.

If a student's appeal is successful, he/she will be reinstated as part of the internal College or Ministry appeal processes. The college will arrange the student to make up the lost time that he/she had missed since the date of expulsion specified in the written notification.

**Fees**

Settlement of student's accounts, for students that have been expelled, will be completed under the College's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

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### **Return of Property**

A student who was expelled is responsible for the return of any College property in his/her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. The College may deduct from the student's fee refund, as set out in the enrolment contract, and any amount owing by the student with respect to such property.

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