

Student Expulsion Policy
Investatech Inc. O/A
GLOBAL SCHOOL OF CORPORATE EXCELLENCE

STUDENT EXPULSION POLICY

- I. Global School of Corporate Excellence reserves the right to enforce a student discipline policy that is not inconsistent with the laws, Regulations, and policy directives enforced by the Ministry of Training Colleges and Universities (the “Ministry”)
- II. Global School of Corporate Excellence is committed to taking all reasonable steps to ensure that students have the opportunity to successfully complete their programs. We are also committed to ensuring that within this general framework all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.
- III. In general, Global School of Corporate Excellence will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions.
- IV. Where Global School of Corporate Excellence deems the integrity, safety or well-being of Global School of Corporate Excellence, students, staff, clients, visitors or other guests or of their property is in danger, then expulsion may be applied at Global School of Corporate Excellence’s discretion at any point in the process.
- V. The following outlines the conditions under which a student may be expelled with cause:
 - A. **ACADEMIC DISHONESTY** – students may be subject to expulsion at the discretion of Global School of Corporate Excellence 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:
 1. cheating
 2. plagiarism
 3. unapproved collaboration
 4. alteration of records
 5. bribery
 6. lying
 7. misrepresentations
 - B. **OUTSTANDING FEES** – Failure to pay overdue accounts within the specified period is ground for expulsion after written warning has been provided by Global

Student Expulsion Policy
Investatech Inc. O/A
GLOBAL SCHOOL OF CORPORATE EXCELLENCE

School of Corporate Excellence and the student fails to comply within the stated parameters.

- C. **UNCIVIL CONDUCT** - students may be subject to expulsion at the discretion of Global School of Corporate Excellence for uncivil conduct which may compromise the self-esteem, human rights, or study conditions of other students. Specific examples of uncivil conduct as defined at Global School of Corporate Excellence include, but are not limited to the following:
1. being under the influence of drugs and/or alcohol;
 2. carrying weapons
 3. harassment, on or off campus, or online
 4. bullying, on or off campus, or online
 5. discrimination on the basis of race, citizenship, sexual orientation, ancestry, creed, age, place of origin, sex (including pregnancy), marital status, colour, gender, family status, ethnic origin or disability
- D. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities. Students participating in harassing or discriminatory activities are subject to immediate suspension pending investigation. In determining what constitutes harassment or discrimination, Global School of Corporate Excellence refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial website.
- E. **SIGNIFICANT OMISSIONS OR ERRORS IN ADMISSIONS DOCUMENTATION** – Global School of Corporate Excellence has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.
- F. **ATTENDANCE** – students who do not achieve the required attendance for the module are subject to expulsion unless by prior arrangement due to exceptional circumstances.
- G. **MISUSE OF COLLEGE 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.
- H. **ENDANGERMENT OF STAFF OR STUDENTS** – Global School of Corporate Excellence is committed to the right of all College staff, students, clients and

Student Expulsion Policy
Investatech Inc. O/A
GLOBAL SCHOOL OF CORPORATE EXCELLENCE

visitors to be safe. 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, Global School of Corporate Excellence may take intermediate steps at its discretion including:

1. verbal warning
2. written warning
3. Suspension

- VI. **NOTIFICATION OF EXPULSION** - Students who are subject to expulsion for any reason will be notified in writing, either by an email, hand delivered or by registered mail. Global School of Corporate Excellence is not responsible for non-delivery by registered mail if the student has not provided a valid address where the student currently resides or works.
- VII. **RIGHT TO APPEAL** - 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 within three days of the notification following the complaints procedure of Global School of Corporate Excellence provided to the student and providing sufficient proof to support the complaint.
- VIII. **REFER THE MATTER TO THE SUPERINTENDENT OF PRIVATE CAREER COLLEGE** Students who file an appeal by completing the complaint and review process and are unsuccessful, will have their enrolment terminated by Global School of Corporate Excellence. Students that are not satisfied with the resolution of their complaint and attending a program recognized as being protected under the Private Career Colleges Act 2005 may choose to refer the matter to the Superintendent of Private Career Colleges through PARIS, a new automated system. This will assist the Ministry of Colleges and Universities in better serving students by being able to track the complaint easily.

First, please go to this website:

<https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/login.xhtml>

A guide for creating a student user account is available at the following URL:
<http://www.tcu.gov.on.ca/pepg/audiences/pcc/paris-enrolment-guide-for-new-users.pdf>

You will need to Register as a new PARIS user, input your contact information and answer security questions. Once you have completed this process, an email will be sent to you at the email address you submitted with a temporary password. Please log in to PARIS and change the temporary password to a permanent one. Once you have gained

Student Expulsion Policy
Investatech Inc. O/A
GLOBAL SCHOOL OF CORPORATE EXCELLENCE

access to PARIS, you will be prompted for your contact information to ensure that we can get back to you.

At that time, PARIS will confirm that you have completed the student complaint and review procedure at the private career college you are attending. If you haven't, you will need to do so before the Ministry can address your concerns. Once you have completed the procedure at the campus level, will you be able to submit a complaint to the Superintendent.

If you have completed the complaint and review procedure at the campus level, PARIS will move you forward and will prompt you to fill in information about the private career college you attended, the program and will give you space to describe your complaint and upload supporting documents. These documents are:

- 1) Student Contract
- 2) Written complaint submitted to the private career college
- 3) Submissions made to the private career college as part of the complaint
- 4) Written decision provided to you by the private career college as part of the student complaint procedure
- 5) Proof of Payment for your tuition

Once you sign the declaration and consent, you will be able to submit your complaint and you will be contacted by an inspector who will review the documents and advise you on next steps.

A guide for submission of student complaints can be found at the following URL in case you need any additional assistance in lodging your complaint

<http://www.tcu.gov.on.ca/pepg/audiences/pcc/paris-reference-guide-for-students.pdf>

- IX. **FEES** - The enrolment of a student who is expelled by Global School of Corporate Excellence will be considered terminated on the effective date of the expulsion. Global School of Corporate Excellence will settle the student's account under the Fee Refund Policy.
- X. **RETURN OF PROPERTY** - A student who is expelled is responsible for the return of any College property in his/her own possession within 14 days and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. However, Global School of Corporate Excellence 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.
-