



CANADA TRUST
DRIVING SCHOOL Inc.
Student Expulsion Policy Guide

Canada Trust Driving School Inc. is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. Canada Trust Driving School Inc. has a commitment to ensure that within this general framework that 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.

In general, Canada Trust Driving School Inc. will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where Canada Trust Driving School Inc. deems the integrity, safety or well being of Canada Trust Driving School Inc., students, staff, clients, visitors and other guests is in danger then expulsion may be applied at the College's discretion at any point in the process.

In conjunction with this policy, Canada Trust Driving School Inc. will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

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

(Where Canada Trust Driving School Inc. has specific policy in these areas, they may reference them. Where no specific policy exists, Canada Trust Driving School Inc. should provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion).

1. Academic Dishonesty – students may be subject to expulsion at the discretion of Canada Trust Driving School Inc. 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. lying
 - g. misrepresentations

2. Outstanding Fees – failure to pay overdue accounts owing to Canada Trust Driving School Inc. 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 Canada Trust Driving School Inc. published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property Canada Trust Driving School Inc. may expel a student who has received suspension for failure to comply and has since violated any of the terms of Canada Trust Driving School Inc. 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 Errors in Admissions Documentation – Canada Trust Driving School Inc. has a responsibility to ensure students have been admitted in accordance with 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. Canada Trust Driving School Inc. may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.
6. Attendance – students who do not achieve the required attendance as stated in Canada Trust Driving School Inc. policy are subject to expulsion. Students arriving late more than three times to a practical lesson will automatically be expelled. Students arriving late more than once to a theoretical lesson will automatically be expelled.
7. Harassment or Discrimination – Canada Trust Driving School Inc. does not condone harassment or discrimination of any student, staff, client or visitor to Canada Trust Driving School Inc. 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 severe harassing or discriminatory activities, may be expelled at the discretion of Canada Trust Driving School Inc., depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.

Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual or gender-related nature including touching inappropriately, making offensive jokes about women and men, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means treating someone unequally because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual that is known or ought to be known to be unwelcome, making homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying of disrespectful signs, caricatures, cartoons or graffiti.

In determining what constitutes harassment or discrimination, Canada Trust Driving School Inc. 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 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.
9. Endangerment of Staff or Students – Canada Trust Driving School Inc. is committed to the

right of all College staff, students, clients and 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, Canada Trust Driving School Inc. 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. Canada Trust Driving School Inc. 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 and wish to appeal must appeal the decision in writing within one week of the notification by following the college's student complaint procedure provided to the student and by providing sufficient proof to support the complaint.

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 of the Ministry of Training, Colleges and Universities, provided the students are attending a program approved under the Private Career Colleges Act, 2005.

If a student's appeal is successful and he/she is eventually reinstated as part of the internal college or Ministry appeal processes, then the college will arrange for the student to make up the training 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 Canada Trust Driving School Inc. Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

Return of Property

A student who is 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.