



Dismissal Policy

Category:	A	Number:	003
Last Review Date:	August 2022	Next Review Date:	August 2024
Approval Date:	August 31, 2022	Related Policies, Reference	n/a

For more information about PTIB and how to be an informed learner, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

1. The Centre for Indigenous Health Leadership recognizes that it may be necessary to dismiss a learner from a course or program of study. This policy applies to all registered learners of the Centre.
2. Learners may be dismissed from the Centre under the following circumstances:
 - a) Failure to comply with the academic and prerequisite requirements of any program or course.
 - b) Failure to make payment of academic tuition and related costs in accordance with admission requirements.
 - c) Learners who fail to obtain the necessary visa to attend as an international student (for an on-campus courses) will be considered a 'no-show' and will be withdrawn from their program of study.
 - d) Failure to provide documentation to support immigration status.
3. Learner Services is empowered to suspend/remove a learner in accordance with this policy.
4. Prior to the dismissal of a learner, Learner Services must ensure that the rules of natural justice have been carefully applied and that all parties involved have been given a fair opportunity to present relevant facts.
5. The decision to dismiss a learner and the reasons for the dismissal must be conveyed to the learner in writing at the earliest possible opportunity.
6. If a learner is dissatisfied with the decision of Learner Services, the learner may file an appeal in writing with the senior academic officer within seven (7) calendar days of the decision.
 - a) Within seven (7) calendar days of receiving the appeal, the senior academic officer

must give notice to the learner and to Learner Services that they may submit written statements within fourteen (14) calendar days of such notice. The learner and Learner Services may also request an in-person hearing (this may be done leveraging video conference).

- b) The senior academic officer must consider the written statements (where applicable) as well as the oral presentations (where applicable) within fourteen (14) calendar days of receiving the written appeal or hearing the oral presentations, whichever occurs later.
- c) The senior academic officer shall decide to confirm or dismiss the decision of Learner Services.
- d) The decision of the senior academic officer is final.