

## Student Dismissal Policy

OIEG Oxford International Education Group	03981
Name of Institution	Institution Number
<b>7<sup>th</sup> February, 2022</b>	<b>4<sup>th</sup> November, 2024</b>
<b>Dismissal Policy</b>	
Name of Policy	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 the Academic Director, Nathalia Carmo ([ncarmo@oxfordinternational.com](mailto:ncarmo@oxfordinternational.com)), and in her absence, Vice President, Language Programs & Client Services, Canada, Alex Dolata ([adolata@oxfordinternational.com](mailto:adolata@oxfordinternational.com)).
  - The student will participate in an interview with the Academic Director to discuss the concerns and further investigation may be warranted. A letter of warning may be issued, and a possible suspension.
  - The Academic Director 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 Academic Director 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.

**Vancouver (Head Office)** 250 – 815 W Hastings St, Vancouver BC V6C 1B4 +1 (604) 688 7942  
**Toronto** 220 – 111 Peter St, Toronto ON M5V 2H1 +1 (416) 542-1626  
**Halifax** 1256 Barrington St, Halifax NS B3J 1Y6 +1 (902) 491-1525  
[canada@oxfordinternational.com](mailto:canada@oxfordinternational.com)





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