SUSPENSION AND EXPULSION POLICY

Chellsey Institute of Beauty & Health Inc. is committed to taking all reasonable steps to ensure that students have the opportunity to successfully complete their programs. The Institute has a commitment to ensure 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 disciplinary consequences, up to and including Suspension or Expulsion.

In general, The Institute will attempt to resolve a situation without Suspension or Expulsion. Verbal warnings, written warnings and suspensions may precede this final and most serious of actions.

In cases where the college deems the integrity, safety or well-being of the college, students, staff, clients, visitors and other guests to be in danger, the student responsible for the situation may be expelled at The Institute's discretion at any point in the process.

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

Academic Dishonesty

Students may be subject to expulsion at the discretion of Chellsey Institute of Beauty & Health Inc. for academic dishonesty.

Academic dishonesty is any word, action or deed performed alone or with others with the direct or indirect intention of providing an unfair advantage or benefit to oneself or other student(s) including:

- cheating
- plagiarism
- unapproved collaboration
- alteration of records
- bribery
- lying
- misrepresentation

Outstanding Fees

Failure to pay tuition or other fees due to the College is considered to be theft, and students who fail to remit outstanding fees may be expelled after a written warning has been provided by Chellsey Institute of Beauty & Health Inc.. and the student fails to comply within the stated parameters.

Code of Conduct

All students are required to adhere to Chellsey Institute of Beauty & Health Inc.'s Code of Conduct as outlined in the student handbook. The College may expel a student who has received a suspension for failure to comply to the College's Code of Conduct and has since violated any of its terms. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

Significant Omissions or Errors in Admissions Documentation

Chellsey Institute of Beauty & Health 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.

Academic Failures

Students who fail to maintain the required academic standing in their programs may be dismissed from the College. Chellsey Institute of Beauty & Health Inc. may, at its discretion, offer alternatives to a student. These are outlined in the academic policies for the program of study.

Attendance

Students who do not maintain the required attendance are subject to expulsion, as outlined in the Institute's Active Participation Policy

Harassment or Discrimination

Chellsey Institute of Beauty & Health Inc. does not condone harassment or discrimination of any student, staff, client or visitor to the College. Students participating in harassing or discriminatory activities are subject to immediate suspension pending investigation.

Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities. See The Institute's statement of non-discrimination in the student and faculty handbook.

Misuse of College Property

College property is for the provision of Chellsey Institute of Beauty & Health Inc. 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 to the College.

Endangerment of Staff or Students

Chellsey Institute of Beauty & Health Inc. is committed to maintaining the safety and well-being of all College staff, students, clients and visitors. Students who endanger their own safety or the safety of others by action or neglect in any way may be expelled.

Violence, Sexual Harassment or Deviant Behaviour

Chellsey Institute of Beauty & Health Inc. has a zero tolerance policy with regard to any act, language or behaviour related to violence, sexual harassment or deviant behaviour. Students participating in any act of violence, sexual harassment or deviant behaviour are subject to immediate suspension pending investigation.

Expulsion is mandatory for any student who is deemed by the investigation to have engaged in acts of violence, sexual harassment or deviant behaviour.

Prior to Expulsion, depending on the severity and nature of the situation, The Institute may take intermediate steps, at its discretion, including Warning, Loss of Privileges, Probation, or Suspension. The aforementioned list is not intended to be progressive, and The Institute reserves the right to impose the sanction it deems appropriate to the circumstances.

Any and all disciplinary sanctions will be noted and will form part of the student's confidential administrative file. If deemed appropriate, and depending on the sanction, sponsoring agencies and the student loans department may be informed of the sanction.

During a suspension, a student shall be denied access to all areas of the College premises.

Notification of Expulsion

Students who are subject to suspension and/or expulsion for any reason will be notified in writing, either hand delivered or by registered mail. Chellsey Institute of Beauty & Health 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 the suspension and/or expulsion and the effective date.

In order to appeal an expulsion decision, students must follow The Institute's appeal procedure, as outlined in The Institute's Student Complaint Policy.

Fees upon Expulsion

Students who are expelled from Chellsey Institute of Beauty & Health Inc. will be officially removed from enrollment and will be required to settle their financial account as described in their enrolment contract.

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Student Signature Date