

International House Vancouver

Name of Institution

03987

Institution Number

Student Dismissal Policy

Name of Policy

May 5, 2025

Effective Date

May 1, 2025

Revision Date

Student Dismissal Policy

At International House Vancouver (the “Institution” or “Institute”), we hold our students to a high standard of conduct, and compliance with our institution’s Code of Conduct is essential. Any student who fails to meet these expectations will be subject to the procedures outlined below, which may include immediate dismissal from the institution based on the severity of the misconduct.

This policy applies to all students currently enrolled in any of our Programs and courses at International House Vancouver.

- 1) All students are expected to conduct themselves in a dignified and professional manner.
- 2) Students may be suspended or dismissed/expelled, depending on the severity and/or degree of their “Misconduct”. Misconduct is defined as, and without limitation:
 - a. Conduct which disrupts or in any material respect compromises the Institute or any of its students, including the administration of the program (including but without limitation any act or threatened act of violence, failure to cooperate with an inclusion or accommodation policy of the Institution);
 - b. Student performance bringing discredit on professional, academic, or ethical standards of the Institutions;
 - c. Academic failure;
 - d. Poor attendance. i.e. attendance which falls below any program approval requirements, or poor participation (without medical excuse that gives rise to the legal need for accommodation);
 - e. Conduct which interferes with legal rights of other students and/or the Institution, its staff, agents, or employees;
 - f. Repeat contravention of the Institute’s policies as set out in the Student Enrolment Contract and amended from time to time as the Institution deems necessary or pursuant to applicable laws and/or regulations;
 - g. Failure to pay required fees as set out in the student’s signed contract;
 - h. Contravention of the performance requirements or other rules and/or guidelines as they may apply to the student; and
 - i. Distribution of materials within the campus and to the Institute’s students that may not have been approved by the Institute (such as brochures, third-party advertisements, promotional materials, political or religious materials, etc.)

- 3) Repeated failure to abide by the Institute's policies, which may be amended from time to time as the Institution deems necessary or pursuant to applicable laws and/or regulations, is ground for dismissal/withdrawal. Note that contravention of some Institute's policies may lead to immediate dismissal/expulsion from the program, depending on the severity of the contravention (see policy 5 below).
- 4) The Institute may, at its sole discretion and consistent with applicable laws and/or regulations, consider a Suspension prior to the possible dismissal/expulsion of the student.
- 5) Certain types of serious misconduct will lead to the immediate dismissal/expulsion of the student on a "zero tolerance" basis. Such conduct includes, but without limitation,
 - a. The use of alcohol or drugs;
 - b. Violent and/or threatening behavior towards another student, employee, faculty member, or visitor on or off campus;
 - c. Dishonesty by the student related to academic testing or credentials, or any dishonesty towards the academic integrity of the Institution.
- 6) Harassment or Discrimination—The Institution does not condone harassment or discrimination against any students, staff, employees, or agents. Students who engage in harassing or discriminatory activities are subject to immediate suspension pending investigation. Any student deemed by the Institution's investigator as having engaged in harassing or discriminatory activities contrary to applicable laws and regulations may be subjected to immediate dismissal/expulsion.
- 7) Students who damage, steal, and/or misuse property may be expelled and will be required to make restitution to replace or fully repair the property.
- 8) Fee refunds will be governed by the provisions of this policy and applicable laws and/or regulations as prescribed. However, where the Institution has no legal requirements/obligation to refund tuition or any portion of a student's tuition to any student who has been expelled (or suspended, where the suspension is long enough such that the student has lost a significant amount of time or opportunity that would otherwise have been spent in the course study), the Institution will have no obligation to refund tuition or any part of the student's tuition.
- 9) A sanction of suspension and/or dismissal/expulsion may be recorded on the student's academic record and transcript.
- 10) Notification: Students expelled for any reason will be notified in writing. The notification will describe the basis of dismissal/expulsion and the effective date.

- 11) Appeal procedure: Expelled students who dispute the facts of the dismissal/expulsion must file their appeal with the Institution within five (5) days of the student receiving the notification.
- 12) The Institution, at its sole discretion, determine that a restorative process is warranted in lieu of or in tandem with any of the above forms of discipline that it seeks to impose. A restorative process is one which emphasizes repairing the harm caused or revealed by unjust behaviour through an inclusive or cooperative process.

Students are encouraged to understand and follow our policies and procedures to ensure a successful and enriching educational experience. If there are questions, they may contact their advisor or the Director of Student Services at info@ihvancouver.com or by phone at +1-604-739-9836.