

## **Insworld Institute Expulsion Policy**

Insworld Institute is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. Insworld 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 Institute for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, Insworld will attempt to resolve a situation without the need for expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of all actions. When Insworld deems the integrity, safety or well-being of the Institute, its students, staff, clients, visitors and other guests are in danger then expulsion may be applied according to the Institute's discretion at any point in the process.

In conjunction with this policy, Insworld Institute will have to ensure that all students should be made aware and receive a copy of its code of conduct, academic and attendance policies.

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

1. **Outstanding Fees** – failure to pay tuition 30 dates after the due date. Students who fail to remit outstanding fees may be expelled after a written warning has been provided by Insworld Institute and the student fails to comply within the due date given.
2. **Code of Conduct** - all students are required to adhere to Insworld Institute's published code of conduct or any published changes to this code of conduct. Insworld Institute may expel a student who has already received a suspension for failure to comply and/or has repeatedly violated any of the terms in the code of conduct, in addition to the list of violations that already automatically merits an expulsion.
3. **Significant Omissions or Errors in Admissions Documentation** - Insworld Institute has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications are immediate expulsion.
4. **Attendance** - students who habitually and/or repeatedly do not achieve the required attendance as stated in the attendance policy are subject to expulsion after the requisite prior warnings.
5. **Harassment or Discrimination** - Insworld Institute does not condone harassment or discrimination of any student, staff, client or visitor to Insworld Institute. Students participating in harassing or discriminatory activities (as defined in the different Codes of Conduct) are subject to immediate suspension pending investigation. Expulsion may follow for any student who is deemed by the investigation to have engaged in said harassing or discriminatory activities.
6. **Misuse of Insworld Property** – The Institute property is for the provision of the Institute 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.

7. Endangerment of Staff or Students - Insworld Institute is committed to the right of all the Institute 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.
8. Prior to expulsion, depending on the severity and nature of the situation, Insworld Institute may take intermediate steps including: -
  - Verbal warning
  - Written warning
  - Suspension

### **Notification**

Students who are subject to expulsion for any reason will be notified in writing by email/hand delivered or by registered mail with return receipt. Insworld Institute 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 must appeal the decision within three days of the notification following the complaints procedure of Insworld Institute provided to the student and providing sufficient proof to support the complaint.

Students who file an appeal and are unsuccessful are considered withdrawn from Insworld Institute.

### **Outstanding Fees**

A student who is expelled by Insworld Institute will be considered withdrawn from their program on the effective date of the expulsion. Insworld Institute will officially withdraw the student and settlement of the student's account will be completed under Insworld Institute's Refund Policy.

### **Readmission of Expelled Students**

Students who have been expelled may apply for readmission to Insworld Institute after a minimum period of 6 months. Readmission decisions are on case-to-case basis and at the sole discretion of the Institute's Management Team.