

Student Dismissal Policy

Ritz Training College		04735
Name of Institution		Institution Number
Student Dismissal Policy	February 1st, 2024	February 1st, 2024
Name of Policy	Effective Date	Revision Date

This policy governs “Student Dismissal” respecting Ritz Training College (Ritz) and any aspect of its operations.

1. Ritz may dismiss a student from a program on any of the following grounds:
 - a. Tuition fee is not paid on time. The tuition is paid term by term, and the college will provide the payment schedule of the tuition in the programs, and students who do not pay by the deadline of each payment will not be allowed to continue the study. If students do not pay by 15 business days after the deadline of each payment, they may be dismissed.
 - b. Academic misconduct as outlined in the “Academic Integrity Policy”.
 - c. Absence or being late in attendance of classes or programs.
 - d. Behavioral misconduct in classes, programs, events or properties in the RITZ.
2. The process by which a student may be dismissed from a program is as follows:
 - The issue in question should be evaluated by the VP of Operation and VP of Administration together. And the VP of Operation should evaluate and make a decision within 30 days since the issue is reported.
 - If the issue in question has limited impacts, a warning will be given.
 - If the issue in question impacts a lot, not limited to causes below, a dismissal may be given directly.
 - Physical threat, abuse, or violence;
 - Violation of “Academic Integrity Policy”;
 - Violation of “Sexual Misconduct Policy”;
 - Violation of “Respectful and Fair Treatment of Students Policy”;
 - Failure to comply with safety standards;
 - Misuse of College property and equipment;
 - If a student has had a warning and misconduct again, a dismissal may be given immediately.
 - If the decision is made, the student should be informed with a written notice and the notice should be placed in the student file as well.