STUDENT EXPULSION POLICY

The Culinary Arts School of Ontario o/a The Chef School is committed to ensuring that our students successfully complete their programs. The Chef School will ensure that within this general framework, that all students are treated fairly and equitably. Students who do not support the college's academic and ethical goals for themselves and their fellow students may be subject to penalties, up to and including expulsion. In general, the Chef School will attempt to resolve a situation without expulsion. Verbal and/or written warnings or suspension may precede this final and most serious of actions. Where the Chef School deems the integrity, safety or well-being of its students, staff, clients or other visitors is in danger, then expulsion may be warranted at the College's discretion at any point in the process.

The College will ensure that students are aware of its code of conduct, academic policies, and attendance policy as outlined in the 'Student Reference Guide' reviewed during orientation. The following outlines the conditions under which a student may be expelled with cause:

1. Academic Dishonesty – Any phrase, action or deed performed alone or with others with the intention of providing an unfair advantage or benefit to self or other student(s) including:
a. cheating/ plagiarism b. unapproved collaboration c. alteration of records d. bribery e. dishonesty/misrepresentations

2. Outstanding Fees – failure to pay overdue accounts owing to the college within the specified period may be grounds for expulsion after a written warning has been given.

3. Violation of Code of Conduct - all students are required to adhere to the College's code of conduct. Where the violations do not have the potential to result in physical harm to persons or property, the College may expel a student who has received suspension for failure to comply and has since violated any of the terms of the College's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

4. Significant Omissions or Falsehoods in Admissions Documentation – The Chef School has a responsibility to ensure students meet the registration requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.

5. Academic Failure – Students who fail to achieve the required academic standing in their programs may be expelled from the program. The Chef School may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.

6. Attendance – Students who do not achieve the required attendance as stated in school policy are subject to expulsion.

7. Harassment or Discrimination – The Chef School does not condone harassment or discrimination of any student, staff, client or visitor to school premises. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension depending on the severity of the activity and pending investigation. Any student, who is deemed by the investigation to have engaged in severe harassing or discriminatory activities, may be expelled at the discretion of the college, depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language. Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual nature including touching inappropriately, making offensive jokes, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means mistreating someone because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual regarding their sexual orientation or status, or displaying disrespectful signs, caricatures, cartoons or graffiti. In determining what constitutes harassment or discrimination, The Chef School refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web site (http://www.ohrc.on.ca/english/code/index.shtml).

8. Misuse of Property – Students who damage, steal or otherwise misuse Chef School property may be expelled and required to make restitution.

9. Endangerment of Staff or Students – We are committed to the rights of all College staff, students, clients and visitors to be safe. Students who by action or neglect or in any way endanger the safety of themselves or others may be expelled. Prior to expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:
a. verbal warning b. written warning c. suspension d. expulsion

Notification:
Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or by registered mail with return receipt. The Culinary Arts School of Ontario o/a Chef School 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 and wish to appeal must appeal the decision in writing within one week of the notification by following the college's student complaint procedure provided to the student and by providing sufficient proof to support the complaint.

A student whose expulsion is upheld after having followed the college's student complaint and appeal procedure, may file a further appeal through the Complaint process with the Superintendent at the Ministry of Training, Colleges and Universities, provided the student is attending a program approved under the Ontario Career Colleges Act, 2005.

If a student's appeal is successful and he/she is eventually reinstated as part of the internal college or the MTCU appeal processes, then the college will arrange for the student to make up the training time that he/she had missed since the date of expulsion specified in the written notification.

Settlement of an Expelled Student's Fees
Settlement of student's accounts, for students that have been expelled, will be completed under the College's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

Return of Property:
A student who is expelled is responsible for the return of any College property in his/her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract.