

# Sonu Beauty College

## Policy

Sonu Beauty College expects students to meet and adhere to a code of conduct listed below. If needed, students should request clarification from the SEA of Sonu Beauty College if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any (institution) programs or activity.

### The Code of Conduct

Expectations for Students:

- Attend college in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Dress according to the school’s dress code as outlined in the Student Handbook.
- Treat college property with respect.
- Complete all assignments and examinations on the scheduled completion dates.
- The institution forbids any unlawful behaviors.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution.

Concerns related to a student’s conduct shall be referred to the SEA of Sonu Beauty College to process in accordance with this Policy.

## Procedure

- 1) All concerns relating to student misconduct shall be directed to the SEA of Sonu Beauty College. Concerns may be brought by staff, students or the public.
- 2) The SEA of Sonu Beauty College will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the SEA Sonu Beauty College will meet with the student as soon as possible.
- 3) Following the meeting with the student, the SEA of Sonu Beauty College will conduct an investigation to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The SEA of Sonu Beauty college will meet with the student and do one of the following:

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- (a) Determine that the concern(s) were not substantiated;
- (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
  - (i) Give the student a warning setting out the consequences of further misconduct;
  - (ii) Set a probationary period with appropriate conditions; or
  - (iii) Recommend that the student be dismissed from the Institution.
  - (iv) Refer to applicable authorities.
- 6) The SEA of Sonu Beauty College will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the institution's complaint file, and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the SEA of Sonu Beauty College and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
- 8) If the recommendation is to dismiss the student, The SEA will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school. Refund will be calculated as per PTIB refund policy
- 9) If a refund is due to the student, the financial manager of school will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
- 10) If the student owes tuition or other fees to the school, the financial manager of the school will undertake the collection of the amount owing.