

Allanti School of Hairstyling and Aesthetics Student Expulsion Policy

Allanti School of Hairstyling and Aesthetics is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their program. Allanti School of Hairstyling and Aesthetics 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 college for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, Allanti School of Hairstyling and Aesthetics will attempt to resolve a situation without expulsion. Verbal warning, written warnings, and suspension may precede this final and most serious of actions. Where Allanti School of Hairstyling and Aesthetics deems the integrity, safety or well-being of Allanti School of Hairstyling and Aesthetics, students, staff, clients, visitors, and other guests is in danger, then expulsion may be applied at Allanti School of Hairstyling and Aesthetics' discretion at any point in the process.

In conjunction with this policy, Allanti School of Hairstyling and Aesthetics will have to ensure that students receive and are aware of its Code of Conduct, Academic Policy, and Attendance Policy¹.

The following outlines the conditions under which a student may be expelled with cause²:

1. **Academic Dishonesty** – students may be subject to expulsion at the discretion of Allanti School of Hairstyling and Aesthetics for academic dishonesty. Academic dishonesty is any word, action, or deed performed alone, or with others for direct or indirect intention of providing an unfair advantage of benefit to self or other student(s) including:
 - a. cheating;
 - b. plagiarism;
 - c. unapproved collaboration;
 - d. alteration of records;
 - e. bribery;
 - f. lying; and
 - g. misrepresentation.
2. **Outstanding Fees** – failure to pay overdue accounts owing to Allanti School of Hairstyling and Aesthetics within the specified period may be grounds for expulsion after written warning has been given.
3. **Code of Conduct** – all students are required to adhere to Allanti School of Hairstyling and Aesthetics' published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property, Allanti School of Hairstyling and Aesthetics may expel a student who has received suspension for failure to comply and has since violated any terms of Allanti School of Hairstyling and Aesthetics' 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 Errors in Admission Documentation** - Allanti School of Hairstyling and Aesthetics has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent their application 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. Allanti School of Hairstyling and Aesthetics 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 Allanti School of Hairstyling and Aesthetics' Attendance Policy are subject to expulsion.
7. **Harassment or Discrimination** - Allanti School of Hairstyling and Aesthetics does not condone harassment or discrimination of any student, staff, client, or visitor to Allanti School of Hairstyling and Aesthetics. 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 the severe harassing or discriminatory activities, may be expelled at the discretion of Allanti School of Hairstyling and Aesthetics, depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of the 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 or gender-related nature including touching inappropriately, making offensive jokes about women or men, making sexual suggestions or requests, staring at or making homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying of disrespectful signs, caricatures, cartoons, or graffiti.

In determining what constitutes harassment or discrimination, Allanti School of Hairstyling and Aesthetics refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web sight (<http://www.ohrc.on.ca/english/code/index.shtml>).

8. **Misuse of College Property** - Allanti School of Hairstyling and Aesthetics' property is for the provision of Allanti School of Hairstyling and Aesthetics' 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.
9. **Endangerment of Staff or Students** - Allanti School of Hairstyling and Aesthetics is committed to the right of all College 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.

Prior to expulsion, depending on the severity and nature of the situation, Allanti School of Hairstyling and Aesthetics may take intermediate steps at its discretion, including:

- a. Verbal warning;
- b. Written warning;
- c. Suspension; and
- 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. Allanti School of Hairstyling and Aesthetics 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 basics for the 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 notification by following Allanti School of Hairstyling and Aesthetics' Complaint Procedure provided to the student and by providing sufficient proof to support the complaint.

A student whose expulsion is upheld after having followed Allanti School of Hairstyling and Aesthetics' Student Complaint and Appeal procedure, may file a further appeal through the Complaints process of the Ministry of



Training, Colleges and Universities, provided the students are attending a program approved under the Private Career Colleges Act, 2005.

If a student's appeal is successful and he/she is eventually reinstated as part of the internal college or Ministry appeal process, then Allanti School of Hairstyling and Aesthetics 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.

Fees

Settlement of student's accounts, for students that have been expelled, will be completed under Allanti School of Hairstyling and Aesthetics 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 of Allanti School of Hairstyling and Aesthetics' property in his/her 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.

Allanti School of Hairstyling and Aesthetics Expulsion Procedure

1. Expulsion is conducted in a private office with Constance Madigan-Toth, Director and Owner, and a third (3rd) party witness;
 2. Expulsion is recorded in writing on Expulsion procedure form;
 3. Student is encouraged to put in writing any comments they have with regards to the expulsion;
 4. Prior to the expulsion, the student is given a three (3) month opportunity to improve performance with continual support. During this time frame, performance improvement is documented. Ongoing communication is encouraged between student and instructor.
 5. Expulsion may be immediate due to theft of insubordination.
-
1. Allanti School of Hairstyling and Aesthetics to modify these stipulations as appropriate to their own situation
 2. Where Allanti School of Hairstyling and Aesthetics has specific policy in these areas, they may reference them. Where no specific policy exists, Allanti School of Hairstyling and Aesthetics should provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion.