



SOUTHWEST FIRE ACADEMY

POLICY 400-006
Rev.005

POLICY

SECTION: 400 - Student

TITLE: Student Expulsion Policy

Date Approved:
January 15, 2016

Current Revision Date:
July 2, 2025

Subject:

Student Expulsion Policy

Scope:

This policy applies to all students of the Southwest Fire Academy

Purpose:

To establish a policy for student expulsions in accordance with the Ontario Career Colleges Act, 2005

Procedure:

Southwest Fire Academy is committed to helping students succeed and treating everyone fairly and respectfully. Expulsion is a serious action and will only be used when necessary. Whenever possible, we will attempt to resolve issues through verbal warnings, written warnings, and suspension before considering expulsion.

However, if a student's actions threaten the safety, integrity, or wellbeing of others or the Academy itself, expulsion may happen at any point. Students are made aware of important policies—including the Code of Conduct, Academic Policy, and Attendance Policy—during orientation.

Grounds for Expulsion

A student may be expelled for any of the following reasons:

1. Academic Dishonesty

Includes cheating, plagiarism, falsifying records, lying, bribery, or misrepresenting facts.

2. Unpaid Fees

Failure to pay fees after a written warning may result in expulsion.

3. Code of Conduct Violations

Expulsion may follow serious or repeated violations of the Code of Conduct. Immediate expulsion may occur for:

- Use of drugs or alcohol on campus
- Possession of weapons

4. False Information During Admission

Students who knowingly provide false or incomplete information during the admissions process may be expelled immediately.

5. Academic Failure

Students who do not meet academic requirements may be expelled, unless alternate options are available (as outlined in the Academic Policy).

6. Poor Attendance

Students who do not meet attendance expectations may be expelled, in line with the Attendance Policy.

7. Harassment or Discrimination

Any form of harassment or discrimination (including racial, sexual, or based on sexual orientation) may result in immediate suspension or expulsion.

8. Misuse or Damage of College Property

Students may be expelled for damaging, stealing, or misusing school property. They may also be required to pay for repairs or replacement.

9. Endangering Others

Any action or negligence that puts others at risk may lead to expulsion. Depending on the severity, the Academy may issue:

- A verbal warning
- A written warning
- A suspension
- Or proceed directly to expulsion

Notification of Expulsion

Students will receive written notice of expulsion either in person or by registered mail.

The notice will include:

- The reason for expulsion
- The effective date

Students are responsible for keeping their address updated with the Academy. Failure to receive the notice due to an outdated address is not the Academy's responsibility.

Appeal Process

Students may appeal an expulsion in writing within **one week** of receiving the notice. Appeals must follow the Academy's student complaint process and include relevant supporting information. If the student's appeal is denied, and they are enrolled in a program approved under the **Ontario Career Colleges Act, 2005**, they may file an additional complaint with the **Ministry of Colleges and Universities**.

If an appeal is successful and the student is reinstated, the Academy will schedule makeup training for any time missed.

Fees & Property Return

- **Refunds** will be processed according to the Fee Refund Policy, using the expulsion date as the last day of attendance.
- **College property** must be returned within **10 days**. The student is financially responsible for any damaged or missing items.

References:

- Ontario Career Colleges Act, 2005