

Student Dismissal Policy

NorthBridge College (NBBT College)

Website: NBBTCollege.ca

Location: Moncton, New Brunswick

Compliance: Private Occupational Training Act (P-16.1) and Regulation 84-207, New Brunswick.

Policy Title: Student Dismissal Policy

Approved by: Executive Director / College Administration

Effective Date: Aug.2026

Next Review Date: On or Before 31. Dec.2029

1. Background & Scope

NorthBridge College (NBBT College) is committed to taking all reasonable steps to ensure that all students can successfully complete their programs in a safe, supportive, and academically rigorous environment. Within this framework, the College has a commitment to ensure that all students are treated fairly and equitably.

Students who do not support the academic and ethical goals of the institution for themselves and their colleagues may be subject to penalties, up to and including expulsion ("dismissal"). NorthBridge College always considers dismissal as the last resort exercised in the most severe cases. Students have the right to sufficient notice, the right to be heard, and the right of appeal. However, if the College deems the integrity, safety, and well-being of the College's staff, students, clients, and visitors to be compromised, then the College reserves the right to expel students without going through the full dismissal process.

In conjunction with this policy, NorthBridge College will ensure that students receive and are aware of the following related policies:

- Student Code of Conduct
- Academic Integrity Policy
- Academic Standing and Progression Policy
- Attendance Policy
- Tuition Refund Policy
- Late Payment Policy

This policy applies to all enrolled NorthBridge College students.

2. Purpose of the Policy

This policy outlines:

1. The **grounds for dismissal** from NorthBridge College (NBBT College)
2. The **dismissal procedure** that will be followed
3. The **appeal process** available to dismissed students

This policy is submitted as part of the College's registration application under **Regulation 84-207, Section 3.1(1)(a)(vii)** of the Private Occupational Training Act, which requires training organizations to submit "the policies on grading, academic dishonesty, attendance, appeals, **student dismissal**, records, withdrawals and refunds and any other policies established."

3. Policy Statement

3.1 Grounds for Dismissal

The following outlines the conditions under which a student may be dismissed from NorthBridge College (NBBT College) with cause:

3.1.1 Academic Integrity Violations

Subsequent offences stipulated under the **Academic Integrity Policy**, as they pertain to failure to maintain academic honesty, include:

- Cheating on examinations, assignments, or assessments
- Plagiarism (presenting another's work as one's own without proper citation)
- Failure to comply with exam/assessment protocols
- Unauthorized use of academic aids (including unauthorized AI tools, calculators, or resources)
- Alteration of records or data
- Bribery or offering incentives to staff or faculty
- Misrepresentation or fabrication of information
- Facilitating academic dishonesty for other students

3.1.2 Violations Under the Student Code of Conduct

Engagement in behaviour that violates the College's **Student Code of Conduct**, including:

Immediate Dismissal Offences:

- Students who are found under the influence of drugs and/or alcohol, marijuana, or other mind-altering substances on College premises or during College activities
- Students carrying weapons or dangerous instruments on College premises

Serious Violations:

- Engagement in oppressive and discriminatory behaviours such as bullying, harassment, overt discrimination, or disorderly conduct (especially pertaining to physical and/or verbal abuse of another person)
- Any substantiated violation under the College's Sexual Misconduct or Sexual Violence Policy
- Engagement in behaviour that threatens the rights, safety, or privileges of others
- Intentional misuse, damage, or destruction of College property, equipment, or resources
- Endangerment of staff, students, clients, or visitors
- Repeated violations of attendance policies without valid reason or communication
- Disruptive behaviour that interferes with the learning environment

3.1.3 Fraudulent Documentation

Significant omissions, errors, or falsification in admissions documentation, as outlined in the **Admissions Policy** and **Fraudulent Documentation Policy**, including:

- False or altered academic transcripts
- Misrepresentation of identity or credentials
- Fraudulent study permits or immigration documents (for international students)
- Falsified references or supporting documents

3.1.4 Outstanding Tuition Fees

- Students who fail to remit outstanding tuition fees or other College charges may be expelled or suspended after a **written warning** has been provided by the College
- Dismissal will occur if the student fails to comply within the stated parameters as stipulated in the **Late Payment Policy** and **Tuition Refund Policy**
- Students will receive a minimum of **10 business days' written notice** before dismissal for non-payment

3.1.5 Academic Failure

- Students who fail to achieve the required academic standing in their programs may be dismissed from the College as outlined in the **Academic Standing, Progression, and Graduation Policy**
- This includes:
 - Repeated failure of core courses or modules
 - Inability to demonstrate competency in required skills after remedial support
 - Failure to meet program progression timelines

3.1.6 Administrative Grounds

- Loss of legal study status (for international students)
- Abandonment of mandatory work placement or practicum without approval
- Failure to meet program-specific requirements (e.g., criminal record check, immunization, professional certifications)
- Violation of professional practice agreements or confidentiality agreements
- Breach of the student contract terms under the Private Occupational Training Act.

3.2 Dismissal Procedure

3.2.1 Progressive Discipline (Where Applicable)

Prior to dismissal, depending on the severity and nature of the infraction, NorthBridge College may take intermediate steps at its discretion, including:

1. **Verbal Warning** – Documented in the student file
2. **Written Warning** – Formal letter outlining the violation and required corrective action
3. **Academic or Behavioural Probation** – Specified period with conditions for continued enrolment
4. **Temporary Suspension** – Removal from classes for a defined period pending investigation or review

Note: For severe violations (e.g., violence, weapons, sexual misconduct, fraud), the College may proceed directly to dismissal without intermediate steps.

3.2.2 Notification of Dismissal

Students who are subject to dismissal for any reason will be notified **in writing**, delivered by one of the following methods:

- Hand-delivered to the student (with acknowledgment of receipt)
- Registered mail to the student's address on file
- Electronic mail to the student's official College email address

The written notification will include:

- The specific grounds for dismissal (referencing the relevant policy section)
- The effective date of dismissal
- Information about the appeal process and deadline
- Instructions regarding the return of College property (if applicable)
- Information about tuition refund settlement under the **Tuition Refund Policy**.

3.2.3 Re-Admission Considerations

Depending on the nature of the incident leading to the decision to dismiss the student, the notification may indicate a specified period after which the student may apply for re-admission to the College.

- It is at the discretion of the College whether the student will be permitted to apply for re-admission.
- Decisions to re-admit students will be made on a **case-by-case basis** by the Executive Director or designated administrator.
- Students dismissed for academic integrity violations, fraud, or serious conduct violations may be permanently ineligible for re-admission.

3.2.4 Financial Settlement

Students who have been dismissed will be considered **Withdrawn** from their program on the date of dismissal.

- The student's account will be settled under the College's **Tuition Refund Policy** in compliance with **Regulation 84-207, Section 10** refund provisions.
- Refunds will be processed based on the percentage of program completion at the time of dismissal as follows:
 - If the program has not commenced: **80%** of tuition fees
 - If the program is 30% complete or less: **70%** of tuition fees

- If the program is 31% to 40% complete: **60%** of tuition fees
- If the program is 41% to 50% complete: **50%** of tuition fees
- If the program is 51% to 60% complete: **40%** of tuition fees
- If the program is 61% to 70% complete: **30%** of tuition fees
- If the program is 71% complete or more: **0%** of tuition fees
- Outstanding balances must be paid in full before the College will release transcripts, diplomas, or provide references.

3.3 Appeal Process

3.3.1 Right to Appeal

Dismissed students wishing to dispute the conditions of their dismissal have the right to appeal the decision.

- Appeals must be submitted within **three (3) business days** of receiving the dismissal notification.
- Appeals must be submitted in writing to the **Executive Director** or designated **Appeals Officer**.
- Appeals must follow the College's **Student Complaint and Appeal Policy** (submitted under Regulation 84-207, Section 3.1(1)(a)(vii)).

3.3.2 Appeal Requirements

The appeal must be accompanied by:

- A clear statement of the grounds for appeal (e.g., procedural error, new evidence, disproportionate penalty)
- Sufficient proof or documentation to support the dispute
- Any relevant witness statements or supporting materials
- The desired outcome (e.g., reversal of dismissal, reduction of penalty, re-admission conditions)

3.3.3 Appeal Review Process

1. The Executive Director or designated Appeals Officer will review the appeal within **five (5) business days** of receipt.
2. The student may be requested to attend an appeal meeting (in person or via video conference).
3. A written decision will be provided to the student within **ten (10) business days** of the appeal submission.
4. The decision of the Appeals Officer is **final** within the College's internal process.

3.3.4 Unsuccessful Appeals

- Students who file an appeal and are unsuccessful are considered **withdrawn** from the College as of the original dismissal date.
- Further appeals beyond the College's internal process may be filed through the complaints mechanism established under the **Private Occupational Training Act, Section 6.8**. Students may contact the Department of Post-Secondary Education, Training and Labour at:
 - Email: LFPSP-POTA@gnb.ca
 - Phone: (506) 453-2597

3.4 Documentation and Record-Keeping

All dismissal-related documentation will be maintained in accordance with the College's **Student Records Policy** and **Regulation 84-207, Section 15.1**

- Written warnings, suspension notices, and dismissal letters
- Appeal submissions and decisions
- Meeting notes and investigation reports (if applicable)
- Correspondence with the student regarding the dismissal
- Settlement records under the Tuition Refund Policy

Records will be retained for a minimum period as required by the **Private Occupational Training Act, Regulations** and applicable privacy legislation.

4. Related Policies

This policy should be read in conjunction with the following NorthBridge College (NBBT College) policies:

Policy Name	Purpose
Student Code of Conduct	Expected behaviour and community standards
Academic Integrity Policy	Honesty and ethical standards in academic work
Academic Standing and Progression Policy	Minimum academic requirements for continuation
Attendance Policy	Minimum attendance requirements and consequences
Tuition Refund Policy	Refund calculations and procedures upon withdrawal/dismissal laws.
Late Payment Policy	Payment deadlines and consequences for non-payment
Student Complaint and Appeal Policy	Formal process for raising concerns and appeals laws.
Sexual Violence and Misconduct Policy	Prevention, response, and support for sexual violence
Privacy and Confidentiality Policy	Protection of student personal information

5. Policy Distribution and Acknowledgment

- This policy will be provided to all students **before signing the student contract** as required under **Regulation 84-207, Section 9.1.**
 - Students will be required to acknowledge receipt and understanding of this policy during orientation.
 - The policy will be published on the College website (NBBTCollege.ca) and made available in the Student Handbook.
 - Staff and faculty will receive training on the implementation of this policy.
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6. Legislative Compliance

This policy is developed in compliance with:

- **Private Occupational Training Act (P-16.1)**, New Brunswick **Regulation 84-207 (General)**, New Brunswick
- 2024 Legislative Amendments to POTA (Student Protections)

Specifically, this policy fulfills the requirement under **Section 3.1(1)(a)(vii)** to submit "the policies on grading, academic dishonesty, attendance, appeals, **student dismissal**, records, withdrawals and refunds and any other policies established" as part of the registration application.

Contact Information

For questions regarding this policy, contact:

NorthBridge College (NBBT College) Administration

Moncton, New Brunswick

Website: NBBTCollege.ca

Email: students@nbbtcollege.ca

Phone: +1-506-800-0851