



STUDENT DISMISSAL POLICY

HOLLYWOOD NORTH SOUND INSTITUTE

Effective Date: March 27, 2025

1. Purpose

The purpose of this policy is to outline the circumstances under which a student may be dismissed from Hollywood North Sound Institute and the process by which a dismissal is carried out. This policy ensures fairness, consistency, and compliance with the Private Training Act and Private Training Regulation of British Columbia.

2. Grounds for Dismissal

A student may be dismissed from Hollywood North Sound Institute for the following reasons:

A. Academic Misconduct

- Failure to meet academic standards or maintain satisfactory progress.
- Plagiarism, cheating, or submitting work that is not the student's own.
- Falsification of academic records.

B. Non-Academic Misconduct

- Disruptive or disrespectful behavior that interferes with the learning environment.
- Harassment, discrimination, or bullying of students, faculty, or staff.
- Threats, intimidation, or acts of violence.
- Unauthorized use of school equipment or facilities.
- Being under the influence of drugs or alcohol during class sessions.

C. Attendance and Participation

- Excessive unexcused absences or failure to participate in required coursework.
- Repeated tardiness that disrupts class sessions.

D. Financial Misconduct

- Non-payment of tuition fees or other required payments after receiving due notice.

E. Violation of Policies

- Breach of any institutional policies, including but not limited to the Code of Conduct, Academic Integrity Policy, and Student Agreement.



3. Dismissal Process

Step 1: Warning and Documentation

- The student will receive a verbal or written warning outlining the misconduct and the corrective action required.
- A record of the warning will be kept on file.

Step 2: Formal Review

- If the issue persists, the Director of Student Affairs will conduct a review, including gathering relevant documentation and speaking with involved parties.
- The student will have the opportunity to provide a written or verbal response.

Step 3: Decision and Notification

- If dismissal is warranted, the Academic Director will issue a Dismissal Letter, which will include:
 - The reason(s) for dismissal.
 - The effective date of dismissal.
 - Information on any refund eligibility (if applicable).
 - The student will be notified in writing within 5 business days of the decision.

Step 4: Appeal Process

- A student may appeal the dismissal in writing within 5 business days of receiving the dismissal notice.
 - Appeals must be submitted to the HNS Final Appeal Board, who will review the appeal and make a final determination within 10 business days.
 - The student will receive a written response with the final decision.

4. Policy Acknowledgment

- This policy is provided to students before the start of their program.
- Students must acknowledge receipt and understanding of this policy by signing a copy upon enrollment.