



Dismissal Policy

Career City College

Name of Institution

#4071

Institution Number

Dismissal Policy

Name of Policy

January 17th, 2024

Effective Date

March 13th, 2026

Revision Date

RESPONSIBILITY: Compliance Officer, Senior Educational Administrator, Onsite Administrator

CEO: Jag Basran, jbasran@careercitycollege.ca Ph: 250-410-3056

COMPLIANCE OFFICER: Sunit Koli, sunit@careercitycollege.ca Ph: 250-317-2222

SENIOR EDUCATIONAL ADMINISTRATOR: Jenny Koropatnicki,

jenny@careercitycollege.ca or Ph: 250-410-3061

ONSITE ADMINISTRATOR CONTACT: Mayu Tanaka,

studentservices@careercitycollege.ca or 250-410-4393

1. Career City College may dismiss a student from a program on any of the following grounds:

To remain in good standing with the college, students must:

- Maintain a minimum grade of 60% within each course
- Maintain a minimum of 70% attendance within each course
- Meet all financial obligations to the college on time
- Ensure that personal conduct is professional and in accordance with all the policies of the college as outlined in this handbook
- Students unable or unwilling to repeat a failed course may be dismissed from their program. If a student is absent for more than 30% of any program, they may be dismissed from their program.

If a student is found to be lacking in any one of the areas outlined in the Student Code of Conduct, or if they continue with actions that were addressed in a Student Notice, they may be dismissed from the course.



CAREER CITY
— COLLEGE —

Dismissal Policy

2. The process by which a student may be dismissed from a program is as follows:

On identifying the grounds for dismissal, the student will be given a probation period of 30 days, within which the student must make efforts to make up for the lost hours and show their intention to complete the pending courses sincerely. After the probation period, dismissals will be communicated to the student in writing.

Refunds will be calculated per the Tuition Refund Policy based on the date the dismissal letter was issued.

If a student wishes to dispute a dismissal, they are to follow the Dispute Resolution Policy.