

## **Administrative Withdrawal and Dismissal**

Administrative withdrawal from the school may be considered for the following reasons:

- Student request
- Failure to pay required school tuition or fees
- Emergency administrative withdrawal

### Procedure

#### **Administrative Withdrawal**

##### Student Request for Withdrawal

A student wishing to withdraw from the school should submit a signed request to the school administrator. Please see the refund policy for further details regarding refund eligibility.

##### Withdrawal for Failure to Pay Fees

A student may be suspended from their class if they fail to pay their tuition or fees. As long as the student has paid their tuition in full, they may resume their studies. There will be no time banked or refunds for the time missed due to the withdrawal.

##### Emergency Administrative Withdrawal

If, in the opinion of a RCIIS staff member, a student exhibits behavior that creates or presents unreasonable risk to the physical or mental health of that student or others, the director of the school may recommend an emergency administrative withdrawal from the school.

Emergency administrative withdrawal will be temporary, until such time as the incident that precipitated the leave can be fully investigated. Afterwards, the student will either be reinstated or permanently dismissed from the school.

#### **Academic Dismissal**

Students may be academically dismissed from a course or program for the following reasons:

- A student violates the Academic Honesty Policy
- A student fails to maintain good academic standing
- A student is absent for 5 consecutive days without notifying the school
- An EAP student is absent for more than 3 days in a single session

If a student is academically dismissed from a specific program, they are able to change courses depending on the severity of the dismissal, current class sizes, and course availability.

#### **Non-Academic Dismissal**

Students can be dismissed from the school based on the following reasons:

- Any student caught using alcohol or drugs will be notified in writing that they have been dismissed from the institute effective immediately. Alcohol and drug abuse pose a threat to the health and safety of RCIS staff, students and to the security of our facilities.
- RCIS has a zero tolerance policy for cases of physical, sexual, or mental abuse. Students who are found to have violation this rule will be dismissed from the school and will not be allowed to appeal the decision.