P09 Student warning suspension and dismissal

Effective date: November 1, 2026.

Purpose and approach

CAC supports safe learning, respectful conduct and steady academic progress. Instructors first provide guidance and record concerns. Where corrective action is needed, CAC uses the tiered framework below. A serious safety risk may require immediate removal from training while the matter is investigated.

Grounds and disciplinary tiers

Tier 1 concerns include repeated lateness, disrespectful conduct, careless property damage and first failures to follow attendance procedures. Responses may include guidance, a verbal warning or a formal written warning.

Tier 2 concerns include attendance fraud, cheating or plagiarism, unsafe training conduct, misrepresentation, unauthorised use of CAC's name or property and repeated Tier 1 conduct. Responses may include probation, corrective training or suspension pending investigation.

Tier 3 concerns include violence, harassment or threats, criminal activity on campus, severe safety violations, repeated serious misconduct and persistent failure to meet academic, attendance or professional requirements despite support. Dismissal may be considered. CAC may escalate according to severity, including on a first serious incident, while following a fair review process.

Ninety consecutive days without attendance, communication or approved leave is grounds for dismissal review. Alano must arrange a documented decision and written notice; an EMS flag is not itself a dismissal notice.

Responsibilities

Assigned instructors follow up with their students, provide support and record concerns in EMS. Bote Sha, CFI, leads student discipline and issues formal warning and probation letters for attendance, misconduct and insufficient training progress.

Bote Sha, Alano Ling and John Ling may each independently approve dismissal. Joint approval is not required. The person making the decision records the grounds, evidence and decision date.

Alano administers every dismissal: notices, EMS status changes, record assembly, communications and coordination with Susan. Susan reviews the account and calculates any refund under the applicable agreement and refund policy. Academic progress and completed hours are confirmed by Bote.

Reporting and investigation

Report concerns to Bote at sha@cacbc.ca; concerns naming Bote go directly to Alano at studentservice@cacbc.ca. Immediate hazards must be reported to an instructor or Dispatch without delay.

The responsible reviewer records allegations and relevant evidence and informs the student of the concern. An investigation and resolution meeting should take place within seven business days. The student may respond and bring a support person. Where a decision is escalated, the existing target is a decision within 14 business days of escalation. A formal complaint or reconsideration must also meet the dispute policy's overall 30-calendar-day limit.

Before dismissal for poor attendance or insufficient progress, review the support offered, barriers raised, approved leave and applicable program requirements, and give the student an opportunity to respond. Severe incidents may require immediate protective action; that action must be documented separately from a final finding.

Written decisions and account review

Warning and probation letters state the concern, expected correction, review conditions and possible further action. Dismissal letters state the decision, grounds, effective date and appeal route. Alano coordinates delivery and retains evidence of notice in EMS.

Refund assessment uses the applicable dismissal notice date and contract requirements. A dismissal for misconduct does not itself cancel a refund entitlement. Susan records the calculation, charges, tuition treatment, unused utilization balance and any payment evidence. Applicable refund deadlines are not postponed by administrative review.

Appeals

A student may submit a written Dismissal Appeal Request addressed to the President within 10 business days, through studentservice@cacbc.ca. Where the President made or was directly involved in the original dismissal decision, the appeal must be routed to an impartial alternate.

Complaints about disciplinary procedure, including warning or suspension decisions, may be submitted through the dispute resolution policy. Any formal complaint and reconsideration must be resolved within 30 calendar days of the original written complaint. Students may have a representative and are protected from retaliation.

Records and re enrolment

Retain allegations, investigation notes, student responses, support plans, decisions, appeal records and financial review records in EMS. Disclose information only with consent or another lawful basis. The existing restriction on re-enrolment following dismissal for misconduct remains two years; it is not automatically applied to an ordinary withdrawal or program change.