

North America Student Dismissal Policy

OIEG Oxford International Education Group

Name of Institution

7th February, 2022

4th November, 2024

Dismissal Policy

Name of Policy

Effective Date

Revision Date

1. Oxford International Education Group – North America may dismiss a student from a program on any of the following grounds:
 - Refusing to follow the English Only policy
 - Not obeying Canadian laws
 - Contravening the Respectful and Fair Treatment of Students policy
 - Plagiarism or cheating
 - Chronic absenteeism
 - Any other conduct, which is determined to be detrimental or damaging to the other students, staff members or Oxford International

2. The process by which a student may be dismissed from a program is as follows:
 - Concerns relating to student misconduct must be directed to the Director of Studies, and in their absence, the School Director.

 - The student will participate in an interview with the Director of Studies to discuss the concerns and further investigation may be warranted. A letter of warning may be issued, and a possible suspension.

 - The Director of Studies will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.

 - Should dismissal be warranted, the Director of Studies or another senior manager will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student’s financial account with the college. Amounts owing will be paid within 30 days of the dismissal notice.

Vancouver (Head Office) – 250 – 815 W Hasting St, Vancouver BC V6C 1B4 | +1 (604) 688 7942

Toronto 220 – 111 Peter St, Toronto ON M5V 2H1 | + 1 (416) 542-1626

Halifax – 1801 Hollis Street, Halifax, NS B3J 3N4| + 1 (902) 491-1526

New York City – 47 West 34th 4th Floor New York City NY 10018 | +1 (646) 767-0081

canada@oxfordinternational.com

Concerns relating to student misconduct must be directed to the local managing team of each Oxford International North America campus:

	School phone number	1st contact	2nd contact
Halifax	+1 (902) 491 - 1526	Director of Studies: Gareth Jenkins gjenkins@oxfordinternational.com	School Director: Katie Christie kchristie@oxfordinternational.com
Toronto	+1 (416) 542 - 1626	Director of Studies: Byron Chan bchan@oxfordinternational.com	School Director: Kelly Rooney krooney@oxfordinternational.com
Vancouver	+1 (604) 688 - 7942	Academic Director: Nathalia Carmo ncarmo@oxfordinternational.com	VP of Language Programs: Alex Dolata adolata@oxfordinternational.com
New York	+1 (212) 967 - 9927	Director of Studies: Jamie Grafton jgrafton@oxfordinternational.com	School Director: Phillip Wright pwright@oxfordinternational.com

Vancouver (Head Office) – 250 - 815 W Hasting St, Vancouver BC V6C 1B4 | +1 (604) 688 7942

Toronto 220 - 111 Peter St, Toronto ON M5V 2H1 | + 1 (416) 542-1626

Halifax – 1801 Hollis Street, Halifax, NS B3J 3N4| + 1 (902) 491-1526

New York City - 47 West 34th 4th Floor New York City NY 10018 | +1 (646) 767-0081

canada@oxfordinternational.com