

## Elite Royal International Career College Inc.

### Student Expulsion Policy

Elite royal International Career College Inc. is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. Elite royal International Career College Inc. has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, the College will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where the College deems the integrity, safety or well being of the College, students, staff, clients, visitors and other guests is in danger then expulsion may be applied at the College's discretion at any point in the process.

In conjunction with this policy, the college will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

The following outlines the conditions under which a student may be expelled with cause:

1. Academic Dishonesty – students may be subject to expulsion at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:
  - a. cheating
  - b. plagiarism
  - c. unapproved collaboration
  - d. alteration of records
  - e. bribery
  - f. lying
  - g. misrepresentations
2. Outstanding Fees – failure to pay overdue accounts owing to the college within the specified period may be grounds for expulsion after a written warning has been given.

3. Code of Conduct - all students are required to adhere to the College's published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property the College may expel a student who has received suspension for failure to comply and has since violated any of the terms of the College's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.
4. Significant Omissions or Errors in Admissions Documentation – the College has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.
5. Academic Failure – students who fail to achieve the required academic standing in their programs may be expelled from the program. The College may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.
6. Attendance – students who do not achieve the required attendance as stated in College policy are subject to expulsion.
7. Harassment or Discrimination – the College does not condone harassment or discrimination of any student, staff, client or visitor to the College. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension depending on the severity of the activity and pending investigation.

Any student, who is deemed by the investigation to have engaged in severe harassing or discriminatory activities, may be expelled at the discretion of the college, depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.



ELITE ROYAL INTERNATIONAL  
— CAREER COLLEGE —

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Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual or gender-related nature including touching inappropriately, making offensive jokes about women and men, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means treating someone unequally because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual that is known or ought to be known to be unwelcome, making Homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying of disrespectful signs, caricatures, cartoons or graffiti.

In determining what constitutes harassment or discrimination, the College refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web site (<http://www.ohrc.on.ca/english/code/index.shtml>).

8. Misuse of College Property – College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.
9. Endangerment of Staff or Students – The College is committed to the right of all College staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.  
Prior to expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:
  - a. verbal warning
  - b. written warning
  - c. suspension
  - d. expulsion

#### Notification:

Students who are subject to expulsion for any reason will be notified via email and in writing, hand delivered or by registered mail with return receipt. The College is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides. The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion and wish to appeal must appeal the decision in writing within one week of the notification by following the college's student complaint procedure provided to the student and by providing sufficient proof to support the complaint.

A student, whose expulsion is upheld after having followed the college's student complaint and appeal procedure, may file a further appeal through the Superintendent of Ontario Career Colleges complaints process, provided the students are attending a program approved under the Ontario Career Colleges Act, 2005.

If a student's appeal is successful and he/she is eventually reinstated as part of the internal college or Superintendent of Ontario Career Colleges appeal processes, then the college will arrange for the student to make up the training time that he/she had missed since the date of expulsion specified in the written notification.

#### **Fees**

Settlement of student's accounts, for students that have been expelled, will be completed under the College's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

#### Return of Property

A student who is expelled is responsible for the return of any College property in his/her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract.



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**Elite Royal International Career College**

2901, Markham Road, Unit-2  
Scarborough, ON, M1X 0B6  
[admin@eliteroyalcollege.com](mailto:admin@eliteroyalcollege.com)

**Date:** October 13, 2024

**To Whom It May Concern,**

**Subject:** Amendment Notification – Change of Name from Private Career Colleges to Ontario Career Colleges

We are writing to inform you of an important change concerning the nomenclature of Private Career Colleges. Effective January 1<sup>st</sup> 2024, Private Career Colleges have been officially renamed as **Ontario Career Colleges**. This change has been made to better reflect the scope, objectives, and quality of career-focused education provided across the province.

As a recognized institution under this new designation, Elite Royal International Career College remains committed to maintaining the highest standards of education and training. All existing programs, courses, and certifications will continue uninterrupted, and our legal obligations and responsibilities under the Ontario Private Career Colleges Act remain unchanged.

We request that you update your records to reflect this name change. All future communications, contracts, and documentation should refer to the newly established **Ontario Career Colleges** designation.

Should you have any questions or require further clarification regarding this change, please do not hesitate to contact us at [admin@eliteroyalcollege.com](mailto:admin@eliteroyalcollege.com).

Thank you for your attention to this matter.

**Sincerely,**

**Rajwinder Purewal**

**Director**  
**Elite Royal International Career College**

## ERICC Sexual Violence Policy

- (a) Elite Royal International Career College is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.
- (b) Elite Royal International Career College has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involve its students.
- (c) The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation as the "Complainant".

### 2. Definition of Sexual Violence

Sexual violence means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical, or psychological in nature,, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation. Training, Reporting and Responding to Sexual Violence

- (a) Elite Royal International Career College shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and provide a copy of the Sexual Violence Policy to career college management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career college's affairs, and their agents), instructors, staff, other employees and contractors and train them about the policy, and its processes of reporting, investigating and responding to complaints of sexual violence involving its students. \*Any company participating in offering student internships on their premises, must provide an undertaking in writing that it is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide students access to those policies should they encounter issues relating to sexual violence in the workplace.

- (b) The Sexual Violence Policy shall be published on its website.
- (c) Ontario Career college management, instructors, staff, other employees and contractors of Elite Royal International Career College will report incidents of or complaints of sexual violence to the President upon becoming aware of them.
- (d) Students who have been affected by sexual violence or who need information about support services should contact the Campus Administrator.
- (e) Subject to Section 4 below, to the extent it is possible, Elite Royal International Career College will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:
  - (i) ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and
  - (ii) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
- (f) Elite Royal International Career College recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.
- (g) Notwithstanding (f), in certain circumstances, Elite Royal International Career College may be required by law or its internal Policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.



- (h) In all cases, including (f) above, Elite Royal International Career College will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the President.

In this regard, Elite Royal International Career College will assist students who have experienced sexual violence in obtaining counseling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in Appendix 1 attached hereto. Students are not required to file a formal complaint in order to access supports and services.

#### 4. Investigating Reports of Sexual Violence

- (a) Under this Sexual Violence Policy, any student of Elite Royal International Career College may file a report of an incident of or complaints of sexual violence to the President upon becoming aware of them
- (b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the President will respond promptly and:
- (i) determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
  - (ii) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
  - (iii) determine whether the incident should be referred immediately to the police;

In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Elite Royal International Career College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

- (iv) determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies
- (c) Once an investigation is initiated, the following will occur:



- (i) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation.
- (ii) interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
- (iii) informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation.
- (iv) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
- (v) providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and
- (vi) following the investigation, the President will:
  - (A) review all of the evidence collected during the investigation;
  - (B) determine whether sexual violence occurred; and if so
  - (C) determine what disciplinary action, if any, should be taken as set out in Section 5 below.

## 5. Disciplinary Measures

(a) If it is determined by Elite Royal International Career College that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

- (i) disciplinary action up to and including termination of employment of instructors or staff; or
- (ii) expulsion of a student; and /or
- (iii) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
- (iv) any other actions that may be appropriate in the circumstances.

## 6, Appeal

(a) Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the President within 10 days by submitting a letter addressed to the President advising of the person's intent to appeal the decision

## 7. Making False Statements

(a) It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.

(b) Individuals who violate this Sexual Violence Policy are subject to disciplinary and / or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

## 8. Reprisal

(a) It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process

(b) Individuals who violate the Sexual Violence Policy are subject to disciplinary and /or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

## 9. Review

(a) Elite Royal International Career College shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended. Review

(b) Elite Royal International Career College shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is January 1, 2021.

## 10. Collection of Student Data

(a) Elite Royal International Career College shall collect and be prepared to provide upon request by the Superintendent of Ontario Career Colleges such data and information as required, according to Subsections 32.1 (8), (9), (10) and (11) of Schedule 5 of the Ontario Career Colleges Act, 2005 as amended.

## Policy Update

To strengthen sexual violence policies at postsecondary institutions, Subsection 36.0.2 of the Ontario Regulation 415/06 (General) under the Ontario Career Colleges Act, 2005 has been amended. The amendment comes into effect on March 1, 2022.

The regulation amendment requires registered Ontario career colleges to update their sexual violence policies to reflect two new requirements:

- a. If students, in good faith, report an incident of, or make a complaint about, sexual violence, they will not be subject to discipline or sanctions for violations of the Ontario career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred
- b. Students who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by the Ontario Career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

\*Note: Institutions are encouraged to review Section 32.1 of the Ontario Career Colleges Act, 2005 for requirements pertaining to the process of updating their sexual violence policies.

# Appendix 1

The following represents a list of Provincial Rape Crisis Centres:

## Canadian Association of Sexual Assault Centres Ontario

### English - Assaulted Women's Helpline

Toll Free: 1-866-863-0511

Text #SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762 [www.awhl.org](http://www.awhl.org)

### Francais - Fem'aide

Telephone Toll-Free: 1-877-336-2433

ATS: 1 866 860-7082 [www.femaide.ca](http://www.femaide.ca)

### Sexual Assault/Domestic Violence Treatment Centres

35 hospital-based centres that provide 24/7 emergency care to women -  
<http://sadvtreatmentcentres.ca/>

Sexual Assault/Domestic Violence Treatment Centres - <http://www.satcontario.com/>



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## Local Centers

### **Toronto**

Toronto Rape Crisis Centre: Multicultural

Women Against Rape

Crisis: 416-597-8808 Office: 416-597-1171 [info@trccmwar.ca](mailto:info@trccmwar.ca) [crisis@trccmwar.ca](mailto:crisis@trccmwar.ca)  
[www.trccmwar.ca](http://www.trccmwar.ca) [www.daso.ca](http://www.daso.ca)

### **Durham Region**

Durham Rape Crisis Centre Crisis: 905-668-9200 Office:

905-444.9672 [info@drcc.ca](mailto:info@drcc.ca) - [www.drcc.ca](http://www.drcc.ca)

### **Peel Region**

Hope 24/7

Crisis: 1-800-810-0180 Office: (905) 792-0821 <http://hope247.ca/>

Orangeville -Family Transition Place

Crisis: 1-800-265-9178 Office: 519-942-4122 [www.familytransitionplace.ca](http://www.familytransitionplace.ca)

### **Newmarket**

Women's Support Network of York Region

Crisis: 1-800-263-6734 or 905-895-6734 Office:

(905) 895-3646 [www.womenssupportnetwork.ca](http://www.womenssupportnetwork.ca)



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## Elite Royal International Career College Inc.

### Student Complaint Procedure

#### General Guidelines:

1. Statements of complaint must be made in writing.
2. All complaints are confidential.
3. The procedure outlined below must be followed.
4. A staff presented with a verbal complaint will ask the student to follow the procedure and remind the student of the written complaint requirement
5. The Administrator will also ask for a copy of any written response(s) from those already contacted by the student in accordance with the procedure.
6. Arrangements for meetings and written responses from the person being complained about will be made in a timely and professional fashion. No complaint will go unanswered.
7. Records of Complaints will be maintained at the location where they originated for a period of at least three years.

#### Complaint Procedure:

##### Step 1.

The student will request a meeting with the Instructor responsible for the course to discuss the complaint verbally.

If not resolved at this level, the student will proceed to Step 2.



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## **Step 2.**

The student will submit a completed written complaint to the Administrator, using the following contact information:

### **Elite Royal International Career College Inc.**

**Administrator:** Saumil Sherma

**2901 Markham Road #2**

**Scarborough, Ontario M1X 0B7**

Phone: 647-761-0508 / 647-946-2955

Email: [admin@eliteroyalcollege.com](mailto:admin@eliteroyalcollege.com)

The Administrator will arrange a meeting with the student within 7 days of receipt of the written complaint.

The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. This meeting discussion will be minuted.

The Administrator will provide a written response to the student, outlining the discussion and any proposed and/or agreed upon solution(s) within 7 days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held.

If not resolved at this level, the student will proceed to Step 3.





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### **Step 3.**

The student will submit a completed written complaint to the Chief Executive Officer, using the contact information:

**Rajwinder Purewal**

**Chief Executive Officer**

**2901 Markham Road #2**

**Scarborough, Ontario M1X 0B7**

**Phone:** 647-761-0508 / 647-946-2955

**Email:** [admin@eliteroyalcollege.com](mailto:admin@eliteroyalcollege.com)

The Chief Executive Officer will arrange a meeting with the student within 7 days of receipt of the written complaint (which should include the Registrar's response with recommended solutions and the student's objections or comments regarding these solutions.)

The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. This meeting will be minuted.

The Chief Executive Officer will provide a written response to the student, outlining the discussion and any proposed and/or agreed upon solution(s) within 7 days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held.



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If not resolved at this level, the student will proceed to contact the Superintendent of Ontario Career Colleges, using the following contact information:

**Superintendent of Ontario Career Colleges**  
**Ministry of Training, Colleges and Universities**  
**77 Wellesley Street West, Box 977**  
**Toronto, ON M7A 1N3**

For more information about complaints submitted to Ontario Career Colleges check the following link:  
<https://www.ontario.ca/page/career-college-students-rights-and-responsibilities>