

Readmittance & Reinstatement Policy

Policy ID: TBD

Approved by: Compliance

Executive(s) Responsible: College Registrar & Executive Director of Admissions

Administrator(s) Responsible: Academics, Admissions, Finance, and Registrar

Revision Date: Aug. 2nd, 2023

Effective Date: Aug. 2nd, 2023

Next Review Date: Aug. 2nd, 2024

Background & Scope

Toronto School of Management (TSoM) is committed to supporting its students in successfully completing their programs of study. Students may face their share of difficulties throughout their academic journey and may be forced to leave their program for various reasons (e.g., finances, learning difficulties, and other extenuating circumstances). This policy is a testament to TSoM's commitment to giving students the opportunity to return to complete their studies by establishing this policy.

Purpose of the Policy

The purpose of this policy is to outline the formal reinstatement process that students **must** follow if they wish to be readmitted or reinstated to TSoM after a withdrawal or expulsion.

Policy Statement

Students who wish to initiate the process of studying with TSoM (with any program) must abide by the formal readmittance & reinstatement policy outlined below.

1. Readmittance

1.1 A student may be granted readmittance if he/she was previously registered at TSoM.

- 1.2 An application for admission, whether to the same or a different program, will be evaluated as a new application. Therefore, a new application form must be submitted, and the application fee must be paid. Updated program and tuition fee requirements along with the allotted time for program completion apply.
- 1.3 A student may be re-admitted to TSoM if:
 - ✓ The student is in good academic standing;
 - ✓ Any fees/charges are paid, including tuition and continuing fees owing for the period during which the student did not register; and
 - ✓ The student has not completed any modules at TSoM; OR
 - ✓ The student has exceeded the maximum length of time permitted to be absent from TSoM (90 days).
- 1.4 This policy does not apply to students who have been permanently expelled from TSoM, which would be indicated in the written notice of expulsion.

2. Readmittance Process

- 2.1 Reapply to Toronto School of Management via the TSoM Application Portal with all suitable documentation, including TSoM transcript(s), latest address, and a copy of all outstanding/updated immigration documents and valid health insurance.
- 2.2 Students can apply for module exemption based on any previously completed at TSoM. Module exemption will be subject to approval by Academics.

3. Readmittance Process if Approved

- 3.1 An updated Enrollment Contract and other relevant documents will be issued.
- 3.2 The student is to follow the steps outlined in their updated Enrollment Contract and other relevant documents issued.

4. Readmittance Process if Denied

- 4.1 The applicant will see their application status as not complete and will be informed of the reason(s) for being denied readmittance by Admissions.
- 4.2 The applicant will have the opportunity to upload additional documentation to meet pending admissions requirements.

5. Reinstatement

- 5.1 Reinstatement occurs when a student is permitted to resume their original program after a period of absence.
- 5.2 Reinstatement does not apply to students who have been permanently expelled, which would be indicated in the written notice of expulsion.
- 5.3 Students who meet minimum admission requirements are not guaranteed reinstatement.
- 5.4 Students who have been expelled more than once for academic reasons are not eligible for reinstatement.
- 5.5 Students who have withdrawn/been expelled for outstanding fees must pay their balance before applying for reinstatement. However, payment of previous outstanding fees does not guarantee reinstatement. Applicants may e-mail studentfinance@torontosom.ca to confirm their financial standing with TSoM.
- 5.6 A student may be reinstated if:
 - ✓ The student is in good academic standing;
 - ✓ Any fees/charges are paid, including tuition and continuing fees owing for the period during which the student did not register;
 - ✓ The student has completed at least one module at TSoM; and
 - ✓ The student has not exceeded the maximum length of time permitted to be absent from TSoM (90 days).

6. Reinstatement Process

- 6.1 Students must complete the Reinstatement Petition Form (below this policy) and submit it in person or by email to registrar@torontosom.ca for processing.

As this document will be reviewed by the Reinstatement Committee, please ensure adequate time and care when completing it. If students withdraw for medical reasons, medical documentation is required. All other supporting documentation will be accepted as well.

- 6.2 The Reinstatement Committee, which consists of a panel of relevant department heads, will review each petition to determine eligibility. All members must agree on an application for reinstatement to occur.
- 6.3 Upon receipt of a petition, the Reinstatement Committee will initiate the review process and provide feedback within 10 business days.
- 6.4 The Reinstatement Committee will review all aspects of the applicant's profile, which includes (but not limited to) academic performance, compliance with study/work permit rules and regulations, credit worthiness, and quality of petition content. The Committee will also determine if there is room in the program and if the student has not surpassed the maximum amount of time away prior to having to restart the program of interest.
- 6.5 Once a verdict is rendered, the applicant will be notified via e-mail with the original petition clearly stating whether reinstatement has been approved or denied.

7. Reinstatement Process if Approved

- 7.1 Students who wish to re-enter their original program after (voluntary or involuntary) withdrawal are not required to reapply for admission after receiving approval for reinstatement.
- 7.2 The Registrar's Office will contact the successful applicant regarding next steps, which begins with providing all suitable documentation. The documents required include (but not limited to) the approved petition, current address, copies of all outstanding/updated immigration documents, and proof of valid health insurance.

- 7.3 The student may be required to retake courses if changes have been made to course content/requirements. This will be determined by Academics.
- 7.4 If the student is required to retake any courses, he/she will be required to pay any retake fees, which will be outlined in an invoice.
- 7.5 Following completion of the (previous) steps, an Enrollment Contract and other relevant documents will be issued.
- 7.6 Once the student has signed the Enrollment Contract after completing all the steps outlined in this policy, he/she will be registered in their program. The student will also be provided with a class schedule, a customized academic plan, and an invoice with any new associated fees.
- 7.7 The reinstated student will be placed on Academic Probation for one module during which the Reinstatement Committee will be monitoring the student's performance.
- 7.8 The reinstated student will have any completed courses credited, and only outstanding program requirements must be met; each individual case is to be confirmed by Academics.
- 7.9 The student's start date remains that of initial entry to the program, and the time limit for completion may be subject for review.

8. Reinstatement Process if Denied

- 8.1 Unsuccessful petitioners have the right to appeal the result rendered by emailing registrar@torontosom.ca.
- 8.2 The appeal must include an explanation (no longer than 500 words) regarding why the applicant deems the Reinstatement Committee's verdict incorrect and reasons why it should be reversed.

8.3 The Reinstatement Committee will initiate a review process for the appeal with the same protocol as the initial petition. The appeal process will be completed within 15 business days of initiation.

8.4 The verdict of the Reinstatement Committee is binding and final.

Related Legislation

- 1) Immigration and Refugee Protection Act, 2002.
- 2) Private Career Colleges Act, 2005.

Related Policies

| Policy Name | Policy Number |
|--|---------------|
| International Students Health Insurance Policy | TBD |
| Student Code of Conduct | TBD |
| Student Rights and Responsibilities | TBD |
| Suspension and Expulsion Policy | TBD |

Document History

| Date | Approval/Review/Key Change(s) |
|------------------|---|
| July-August 2023 | Readmission requirements combined with Reinstatement to form one policy; revised and finalized. |
| June 2023 | Addition of Key Points section and revision of offices responsible. |
| May 2023 | Review and reformatting; addition of process requirements. |

Petition for Reinstatement to Toronto School of Management

Petitioner Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City Province Postal code

Phone: _____ Student Number: _____

Email: _____

Program: _____

Are you a citizen of Canada? ☐ YES ☐ NO

Do you have a valid study permit? ☐ YES ☐ NO

If yes, expiry date of study permit? _____

Did you withdrawal involuntary? ☐ YES ☐ NO

If yes, please let us know the date of withdrawal: _____

Petition for Reinstatement

(Academic Reasons) In no more than **500 words**, please explain the circumstances of your previous academic performance at Toronto School of Management. Please provide reasons for your change(s) in your attitude toward your studies and how it will ensure your success if reinstated. If you withdrew for involuntary reasons, please explain the reason(s) for your exit and attach accompanying documentation to support your petition.

(Financial Reasons) In no more than **500 words**, please explain the circumstances of your non-compliance with your payment schedule and what has changed since you withdrew to ensure that you will be compliant if reinstated. Refrain from providing examples of macro significance such as the pandemic or due to the poor job market.

(Personal Reasons) In no more than **500 words**, please explain the personal circumstances surrounding your withdrawal including (but are not limited to) medical reasons, loss of a family member, or other extenuating circumstances with supporting documentation. You may also include any personal/career goals related to your desire for reinstatement.

Please write clearly and legibly. This submission will weigh heavily on the committee's decision to approve or deny your application.

Reason(s) for Reinstatement Petition

Please check the reason(s) that apply:

☐ Academic

☐ Financial

☐ Personal

INTERNAL USE ONLY

Committee: _____

Date Received: _____

Student intake: _____

Program: _____

Module: _____

Year: _____

Last module attended: _____

Reason for Withdrawal: _____

From: _____

To: _____

Reason for petition: _____

Committee Decision: ☐ APPROVED ☐ DENIED