



DISMISSAL AND WITHDRAWAL POLICY

Pacific Institute of Culinary Arts

Name of Institution

1564

Institution Number

Dismissal and Withdrawal

Name of Policy

December 2024

Effective Date

December 2027

Revision Date

Dismissal

- A. If a student is dismissed from the Pacific Institute of Culinary Arts, a notice will be provided to the student. The date of dismissal will be the date the notice is delivered to the student.
- B. Reasons for dismissal may include, but not be limited to:
 - a. Failure to attend class
 - b. Violation of the Student Conduct policy
 - c. Violation of the Bullying and Harassment policy
 - d. Substance use
 - e. Any other violations of this Student Handbook
- C. In the event a student is dismissed, the Tuition Refund policy will apply.

Withdrawal

- A. If a student decides to withdraw from a program, he/she must provide a dated, written notice of withdrawal to the Institute.
 - a. The official date of withdrawal is NOT the last day the student attends class, it is the date that a written notice of withdrawal is received by the Institute.
 - b. For programs not yet started, the student must contact their Admissions Advisor.
 - c. Students should be familiar with the Tuition Refund Policy and the date on which the written notice of withdrawal is received, which will be used to determine if any refund to the student is owing.