

**Policy Title:** Submission of Fraudulent Documents Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Associate Director, Student Services/Registrar

**Administrator(s) Responsible:** Admissions Officer, Enrolment Services and Registration Officer, Compliance Officer

**Revision Date:** November 26, 2024

**Effective Date:** November 26, 2024

**Next Review Date:** November 26, 2025

**Institution Number:** 4119

## Background & Scope

The submission of documents such as transcripts, diplomas, test scores, references, payment confirmations, supporting documentations, or applications, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by the Canadian College of Technology and Business (CCTB).

All documents submitted to the college, in support of applications for admission, academic evaluations or required administrative processing must be true, accurate, and complete. Supporting documents must not make misrepresentations, omit relevant information, or be altered from the original.

This policy applies to all current students and/or prospective students of CCTB.

## Purpose of the Policy

The purpose of this policy is to outline the process by which the authenticity of documents may be verified, as well as the consequences for submitting any fraudulent document to the college, during the admissions stage or during the course of a student's studies.

## Policy Statement

### 1. Authenticity Verification Process

In submitting any documentation to CCTB, students consent to their submissions undergoing such a review and being retained in a database for comparison with other official documentation for authenticity.

Documents will be verified at the time of submission, but may also be verified subsequently, to ensure authenticity. Regardless of when fraudulent documents are discovered (at first verification or afterwards) students are subject to the consequences outlined below.

## 2. Consequences of Breach

2.1. Any documents submitted under false pretenses, forged, or misrepresented (in whole or in part) shall subject the individuals involved to sanctions by the college. Specifically, CCTB reserves the right to withdraw offers of admission, place a temporary or permanent ban on applying for future admission, prohibit registration, rescind credentials, and suspend or expel students who present fraudulent documents. Such actions may also result in a forfeiture of academic credit earned while enrolled under false pretenses.

2.2. Dismissal for misconduct does not abrogate a student’s financial responsibility to the college. Students remain liable for all relevant tuition and fees and the payment of their debts according to the terms outlined in their enrolment contract.

## Related Legislation

- Immigration and Refugee Protection Act
- Criminal Code of Canada

## Related Policies

Policy Name	Policy Number
Admissions Policy	
Academic Accommodation Policy	
Academic Integrity Policy	
Student Dismissal Policy	
Student Code of Conduct	

## Document History

Date	Approval/Review/Key Change(s)
26 Nov 2024	Minor changes for 2025 policy review