



## Greystone Institute Falsification of Documentation Policy

Greystone Institute holds a zero-tolerance stance towards the submission of fraudulent documentation or misleading information by potential, current, or former students. All individuals seeking admission, enrolled students, and alumni are required to affirm the accuracy of information provided during admissions and enrollment processes. Any incomplete or inaccurate submissions will lead to immediate termination and potential legal action.

### Purpose

The Falsification of Documentation Policy serves the purpose of upholding Greystone Institute's core ethical principles. It aims to discourage the creation and dissemination of misleading information, safeguard the interests of potential, current, and former students, and protect the integrity of Greystone Institute and its associated matters. Furthermore, this policy addresses acts or intentions of deceit or misrepresentation directed at the Institute.

### Audience

This Policy applies to potential, current, and former students of Greystone Institute. Greystone Institute retains the right to report instances of falsified documentation to appropriate state authorities and other higher education institutions, vocational education and training (VET) providers, or related education entities.

### Definitions

- Misleading Information: Information on applications or enrollment forms that is not entirely accurate and true.
- Fraudulent Documentation: Supporting documents used in a student's application that are fraudulent in nature.
- Potential Student: An individual applying for a course at Greystone Institute.
- Current Student: An individual currently enrolled in a Greystone Institute course during the semester.
- Former Student: An individual who was once enrolled at Greystone Institute but has since withdrawn, transferred, or graduated.

### Policy

#### Potential Students

If a potential student submits misleading documentation, Student Admissions will disregard the material. Instances of suspected fraudulent information will be escalated to the Dean for further assessment and thorough investigation. Comprehensive information may be sought from the student and relevant parties to establish authenticity. If the investigation confirms fraudulent



information, the department head will report to the Academic Registrar, providing specific evidence of the misleading details.

The Academic Registrar will decide if the potential student must rectify the identified misleading information. The request for correction must be in writing, and the student must respond within 20 business days from receiving the Registrar's request, also in writing. If documentation cannot be corrected, the application will be voided, and associated fees forfeited. The student responsible for misleading or fraudulent information will be barred from future applications or enrollment with Greystone Institute. For current or former students, appropriate notations will be made in the system.

#### Current and Former Students

Current or former students aware of fraudulent documentation must report such incidents to the Academic Registrar, initiating an investigation. Additional documentation or information may be requested from relevant parties. If evidence emerges, current students may be given a chance to clarify within 20 business days of receiving a written request from the Academic Registrar. If the claims are unsubstantiated, consequences will be based on the severity of offenses. Greystone Institute reserves the right to terminate enrollment, transactions, and awards, and the decision will be communicated in writing. Associated enrollment fees will be forfeited, and future reapplication prohibited. The record system will reflect appropriate notations. Former students may also face legal actions and policy-based notations.

#### Reporting to Authorities and Related Parties

Instances of fraudulent documentation will be addressed with legal measures. Confirmed cases involve:

- Notifying affected parties with accurate information, including academic records and fraudulent documents.
- Providing a report with evidence and findings to relevant police authorities.

#### Procedures

Academic staff must promptly address misleading or fraudulent information on applications or enrollment forms. Suspicious cases warrant investigation to establish facts. Involved parties may have the chance to correct or clarify information in writing. Even after verification, application cancellation and legal actions may occur.

#### Review

Greystone Institute's Academic Board will review this policy annually.