

DISCIPLINE, STUDENTS' DISMISSAL PROCEDURE

TACIS is committed in providing a learning environment that provides the best chance for students to meet their learning objectives. To ensure such a learning environment is provided, all students have rights as well as rules, responsibilities and conduct guidelines they must follow. TACIS may initiate disciplinary action for breaches of these rules, responsibilities and conduct guidelines.

TACIS may suspend a student's enrolment in the following instances:

- Breach of TACIS's student rules, responsibilities and conduct.

TACIS may cancel a student's enrolment in the following limited circumstances:

- Regular breaches or a serious breach of CHC Services' student rules, responsibilities and conduct.
- Attending any TACIS course or activity under the influence of alcohol or drugs.
- Posing a threat to TACIS staff, students or property.
- Non-payment of outstanding fees.

TACIS has a disciplinary procedure as follows:

Step 1 – Verbal warning

This warning may be issued by any TACIS staff member and CEO/ RTO Manager will be advised regarding the matter. The student will be given an opportunity to respond. Where it is clear that the breach by the student occurred and there is no acceptable reason for the breach, details of the incident will be recorded on the student's file.

Step 2 – Written Warning Letter

After verbal warning if a student repeats the same breach or break rules a written letter is issued to the student and the student will be required to meet with CEO. Where it is clear that the breach by the student occurred and there is no acceptable reason for the breach, the student will be given an official warning letter and advised that further breaches may lead to suspension or dismissal. Details of the interview and a copy of the warning letter given to the student will be kept on the student's file.

Step 3 – Intention to Suspend enrolment

Where it is clear that the breach by the student occurred and there is no acceptable reason for the breach, the student

will be suspended for a period of time determined by CEO. Details of the interview and a copy of the suspension letter given to the student will be kept on the students file.

Step 4 – Intention to Cancel Enrolment

Used where a student has been previously suspended for a previous breach or for any breach considered very serious by the CEO. The student will be required to meet with the CEO. Where it is clear that the breach by the student occurred and there is no acceptable reason for the breach, the student's enrolment will be cancelled. Details of the interview and a copy of the cancellation letter will be given to the student and a copy kept on the students file.

Where a suspension or cancellation of enrolment occurs, all facts will be kept confidential, unless the CEO deems the student to be a risk to CHC students or staff. In these instances, information may be disclosed to relevant people to reduce or manage such risks.

In cases where disciplinary action involves suspension or cancellation of the student's enrolment, students will be notified in writing and given 20 working days to access CHC Services' internal Appeals process. If the student uses TACIS's internal Appeals process, the suspension or cancellation will not take effect until the appeal is completed. However, in situations where the CEO considers there is a risk to the safety of TACIS's staff or Students, or there is a risk to a productive learning