

Students' Discipline, Dismissal Procedure

(January 2026)

TACIS is committed to providing a safe, respectful, and supportive learning environment that maximises students' opportunities to achieve their learning objectives. To support this environment, all students have rights, as well as rules, responsibilities, and conduct standards they are required to follow.

TACIS may take disciplinary action where a student breaches these rules, responsibilities, or conduct standards.

Grounds for Suspension of Enrolment

TACIS may suspend a student's enrolment where the student has:

- Breached TACIS's Student Rules, Responsibilities, or Code of Conduct.

Grounds for Cancellation of Enrolment

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

- Repeated breaches or a serious breach of TACIS/CHC Services' Student Rules, Responsibilities, or Code of Conduct.
- Attending any TACIS course, activity, or premises while under the influence of alcohol or drugs.
- Posing a threat to the safety of TACIS staff, students, or property.
- Failure to pay outstanding fees in accordance with the agreed payment schedule.

Disciplinary Procedure

TACIS follows a staged and proportionate disciplinary process, unless the seriousness of the matter warrants immediate action.

Step 1 – Verbal Warning

- A verbal warning may be issued by any TACIS staff member.
- The CEO and/or CEO will be informed of the incident.
- The student will be given an opportunity to respond.
- Where the breach is substantiated and no acceptable explanation is provided, details of the incident will be recorded on the student's file.

Step 2 – Written Warning

- If the student repeats the breach or commits a further breach, a written warning will be issued.
- The student will be required to attend a meeting with the CEO.
- The student will be formally advised that further breaches may result in suspension or

cancellation of enrolment.

- A copy of the warning letter and meeting notes will be placed on the student's file.

Step 3 – Intention to Suspend Enrolment

- If further breaches occur, or the breach is considered serious, the student may be suspended for a period determined by the CEO.
- The student will be notified in writing of the suspension.
- Records of the decision and correspondence will be retained on the student's file.

Step 4 – Intention to Cancel Enrolment

- This step applies where:
 - A student has previously been suspended and commits a further breach; or
 - The breach is considered serious by the CEO.
- The student will be required to meet with the CEO.
- If the breach is substantiated and no acceptable explanation is provided, the student's enrolment will be cancelled.
- Written notification will be provided to the student, and a copy will be retained on file.

Confidentiality and Risk Management

All disciplinary matters are treated as confidential.

Information will only be disclosed where the CEO determines that the student poses a risk to staff, students, or the learning environment, and disclosure is necessary to manage that risk.

Appeals and Student Rights

Where disciplinary action results in **suspension or cancellation of enrolment**:

- The student will be notified in writing.
- The student will be given **20 working days** to access TACIS's internal Complaints and Appeals process.
- If an appeal is lodged, the suspension or cancellation will **not take effect until the appeal is finalised**, unless immediate action is required.

Immediate Action Exception:

If the CEO determines that the student presents a risk to:

- the safety of staff or students; or
- the maintenance of a safe and productive learning environment,

the suspension or cancellation may take effect **immediately**, pending the outcome of any appeal.