



Discipline and Student Dismissal

Regulation and Standards	National Code 2018 Standard 9
Policy	<p>Pollard English is committed to 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. Pollard English may initiate disciplinary action for breaches of these rules, responsibilities and conduct guidelines.</p> <p>Pollard English may suspend or cancel a student's enrolment in the following instances:</p> <ul style="list-style-type: none">▪ Breach of Pollard English's student rules, responsibilities and conduct.▪ Unsatisfactory course progress▪ Unsatisfactory attendance▪ Not paying fees on time▪ Regular breaches or a serious breach of Pollard English's student rules, responsibilities and conduct.▪ Attending any Pollard English course or activity under the influence of alcohol or drugs.▪ Posing a threat to Pollard English staff, students or property.
Procedure	<p>Pollard English has a disciplinary procedure which includes the following steps. However, depending on the nature of the breach, some of these steps may be skipped and the student can be instantly suspended or dismissed from the course of study.</p> <p>Step 1 – Verbal warning</p> <p>Used in the first instance of a breach of Pollard English's student rules, responsibilities and conduct. The warning may be issued by any Pollard English staff member, a record made in the student's file and the DIRECTOR/DOS will be advised on this 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 for future reference.</p> <p>Step 2 – Written Warning Letter</p> <p>Used for the second occurrence of a breach of Pollard English's rules, responsibilities and conduct. The student will be required to meet with the DIRECTOR/DOS at this stage. 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. The student will also be advised that a suspension or cancellation of enrolment for further breaches will be reported to Department of Home Affairs (DHA) via PRISMS.</p> <p>Details of the interview and a copy of the warning letter is given to the student and will be kept on the student's file for future reference.</p> <p>Step 3 – Intention to Suspend Enrolment</p> <p>Used for the third or subsequent breach of Pollard English's student rules, responsibilities and conduct or for any breach considered serious by the DIRECTOR. The student will be required to meet with the DIRECTOR at this stage. Where it is clear that the breach by the student occurred and there is no</p>



	<p>acceptable reason for the breach, the student will be suspended for a period of time determined by the DIRECTOR. Details of the interview and a copy of the suspension letter is given to the student and a copy will be kept in the student's file. DHA may be advised regarding this suspension.</p> <p>Step 4 – Intention to Cancel Enrolment</p> <p>Used where a student has previously been suspended for a breach considered as very serious by the DIRECTOR. The student will be required to meet with the DIRECTOR. Where it is clear that the breach by the student occurred and there is no acceptable reason for the breach, the student's enrolment may be cancelled. Details of the interview and a copy of the cancellation letter will be given to the student and a copy kept in the students file. DHA will be advised of this cancellation through PRISMS, where a suspension or cancellation of enrolment occurs, all facts will be kept confidential, unless the DIRECTOR deems the student to be a risk to Pollard English students or staff. In these instances, information may be disclosed to a few selective people to reduce or manage future risks.</p> <p>In cases where disciplinary action involves suspension or cancellation of the student's enrolment, the student will be notified in writing and given twenty (20) working days to access Pollard English's internal Complaints and Appeals process. If the student uses Pollard English's internal Complaints and Appeals process, the suspension or cancellation will not take effect until the appeal process is completed. However, in situations where the DIRECTOR considers there is a risk to the safety of Pollard English staff and/or students, or there is a risk to a productive learning environment on Pollard English premises, the suspension or cancellation may take effect immediately.</p> <p>For overseas students, the change in enrolment status due to suspension or cancellation will not be reported to the DHA until the twenty (20) working days with which to lodge an appeal has expired, or, in the event of an appeal being lodged, until this appeal has been dismissed or processed completely by all relevant parties involved.</p> <ul style="list-style-type: none">Furthermore, if the student is not satisfied with the internal appeal outcome s/he has the right to take it to the Ombudsman. Pollard English will keep the student's status enrolled in the Pollard English course until the external appeal process is fully completed.
Reviewed	Annually
Version	0.1