

# DISCIPLINE POLICY & PROCEDURE

## POLICY

All students must abide by the policies and procedures set out on the HRTC website.

Expulsion will apply to students who commit theft (should Police investigations uphold the claim; until then they will be immediately withdrawn from the RTO organization) or any act considered to be serious misconduct (e.g. drugs and alcohol, fighting or physical violence, willful destruction of property).

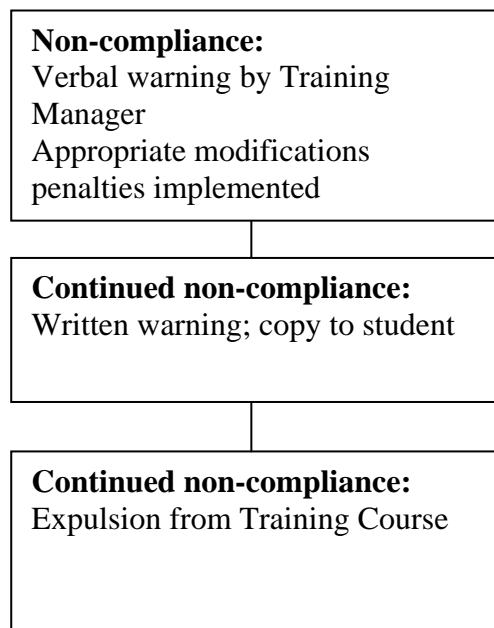
### 1. Student Behaviour:

Under its Quality Assurance procedures, HRTC reserves the right to terminate a student's enrolment should the student:

- endanger the health and safety of another student or an Instructor
- release confidential information related to children or parents
- engage in the falsification of documents and/or assessments and training outcomes
- divulge personal or confidential information relating to another student's documents, assessment and training outcomes
- prevent other student/s from completing their course of study in reasonable peace and privacy;
- refuse to act in accordance with any rules and regulations prescribed by the RTO that are designed to protect the well being of others, e.g. smoking policies.
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Furthermore, any Instructor employed by HRTC who violates student's rights or engages in any activity that causes stress or disadvantage to any student will be subject to disciplinary procedures that may involve termination of services. Instructors should be aware of Complaint procedures and, if in doubt, contact senior management to arrange a personal interview

1. If students do not comply with HRTC rules and regulations, then the following procedure will be implemented:



**2. There will be no refund of tuition fees in cases of expulsion.**

In the event of suspension of enrolment for whatever reason, HRTC shall review such suspension with other members of staff within 14 days, and thereafter shall decide whether to remove the suspension for a limited or unlimited period or revoke the enrolment of the student.

3. Any student who is subject to a suspension or revocation of enrolment shall have the right of appeal and such appeals must be lodged in writing at the registered office of HRTC to be received no later than 5 days from the date of the letter sent by HRTC to the student suspending or revoking enrolment. Such an appeal shall be heard by the Executive Officer of HRTC or nominee of the Executive Officer together with a nominated external appropriately qualified representative.
4. Should the student wish to appeal at a higher level, HRTC will provide sufficient accurate information to enable the student to follow an external Complaint/appeal procedure.
5. If revocation of enrolment of the student is made permanent, then the organisation will refund to the student any unused balance of prepaid fees in accordance with HRTC policy.

Validation: \_\_\_\_\_