

## SUSPENSION OR EXPULSION FROM THE RTO

### Policy

ACA endeavours to assist all students and to treat all students as individuals and in a fair and equal manner at all times.

All students are required to comply with the RTO policies and regulations.

If a student finds difficulty in following the policies and regulations of the RTO, they may be asked to withdraw from training for a specified time as stated by the CEO. This policy must be read in conjunction with the Deferment and withdrawal of studies policy available above.

ACA reserves the right to suspend students who do not or cannot comply to the regulations and policies as set out here and as explained at orientation

The RTO reserves the right to suspend or expel a student for:

- Theft of any kind
- Non-payment of fees
- Non attendance
- Continued disruptive behaviour, rudeness to staff and fellow students
- Violence and bad language
- Attending the RTO under the influence of drugs or alcohol
- Not complying with the ACA code of conduct, regulations and policies
- Racist behaviour or comments
- Bullying or harassment
- Academic or general misconduct.

A student will be suspended for varying lengths of time depending on the severity of the incident and at the discretion of the RTO Manager.

No refunds are given to students who have been suspended or expelled from the RTO.

### Procedures

- An initial meeting is held with the student and the Academic Manager, a verbal warning is given and documented in writing. The student is required to sign the warning document and it is placed in the student's file
- If the behaviour has not improved, then a second meeting is held and the student receives a formal warning which is also documented. The student then signs the document and it is placed in the student's file.
- The student at this point is also advised that they have one final warning remaining before expulsion or suspension will occur.
- If the behaviour still has not improved, then the student is given a written letter stating all of the facts and events that have led to this point. The student is asked for his or her opinion on their behaviour and on the content of the letter. This response is noted in writing and placed in the student's file.
- This serves as the expulsion or suspension letter and the student will be asked to leave the RTO immediately.

After the student has left the RTO or training program

- The outcome is formally sent to the student in writing. The student is informed of their status (suspended or expelled)
- The student can appeal if dissatisfied with the outcome.
- The student can request an external party to formally present their case (in this case ACA will supply a written report of the case to the third party).

- All events and steps recorded in the incident report by the Academic Manager are kept in the students file.
- If the complaint is lingering, the General Manager can mediate if the students agrees, and if it is still ongoing it can be referred to an external arbiter. The RTO will pay for this service.

### Documents

- *Cause for Concern Form (CFC)*
- *Students Disciplinary Action Form*
- *Complaints and Appeals Form*