

## SUSPENSION, EXPULSION AND WITHDRAWAL POLICY

### POLICY

Numurkah Community Learning Centre Inc. (NCLC) upholds the right of all course participants to engage in training in a comfortable and supportive environment as per the Student Code of Conduct and Access and Equity Policy.

This document provides a consistent set of principles under which NCLC will manage the dismissal of participants in the event that a breach of the above policies occur.

This policy applies to all students of NCLC.

Reasons to withdraw a participant's right to complete a course may include:

- Serious disruptive behaviour
- Cheating
- Plagiarism
- Threatening behaviour to others
- Failure to fulfil assignments and other requirements associated with participation in the course
- Theft
- Vandalism

Note:

**Attending a course under the influence of drugs or alcohol will not be tolerated and participants will be asked to leave and no refund will be provided**

### PROCEDURE

There shall be degrees of disciplinary action taken depending upon the severity of the breach.

- The penalties that may be imposed for misconduct are:
- A reprimand and caution (warning)
- Payment of the cost of repairing damaged items
- An appropriate period of suspension from the training room

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- Expulsion from training room
- Expulsion from the course
- Expulsion from NCLC
- Prevention of re-enrolment and or receiving results

## Appeal

A Participant dismissed in accordance with this policy shall be advised that he/she may seek redress in accordance with the Complaints and Appeals Policy and provided with the appropriate form on request.

## ASSOCIATED DOCUMENTS

- Student Handbook
- Student Code of Conduct
- Access and Equity Policy
- Complaints and Appeals Policy

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