



Disciplinary Procedure for Students

In cases of *unacceptable behaviour the following process applies:

1. Verbal Warning:

The student will have a meeting to discuss unacceptable behaviour. A verbal warning will be issued and filed.

2. Written Warning:

If the unacceptable behaviour continues, the student will be interviewed by two members of the Management team. The student will be given a written warning. If the student is under 18 years, a copy will be sent to parents/guardians or agent. *This document will highlight the possibility of expulsion, if behaviour doesn't improve. If the student is expelled there will be no refund for course or accommodation and the parents will cover all travel costs.*

3. Notice to leave:

If poor behaviour continues, departure arrangements will be made. All expenses will be paid by the student/parents.

It will be noted that this student will not be accepted at the school in the future.

In cases of a student breaking UK law:

1. First offence:

A written warning will be given and, if under 18 years old, the parents will be informed in writing of the offence. *This document will highlight the possibility of expulsion, if there is a second offence. If that happens there will be no refund for tuition or accommodation and the student/parents will cover all travel costs.*

2. Second offence:

The student will be asked to leave the school immediately with all costs paid by the student/parents

Note * Refer to Abusive and Unacceptable Behaviour Policy. In the event of a very serious offence the school reserves the right to expel a student immediately. *This will be at the discretion of the Director whose decision will be final.*