

St Giles International

Name of Institution	03979
	Institution Number
Dismissal Policy	August 23, 2021
Name of Policy	Effective Date
	Revision Date

Dismissal Policy and Procedures

St Giles International has a *Respectful and Fair Treatment policy* which it expects all students to follow. If a student seriously or persistently misbehaves in their lessons or accommodation, St Giles reserves the right to terminate their course without notice. A student's course may also be terminated without notice if the student persistently fails to attend class or fails to meet the attendance requirements of the course. The *Respectful and Fair Treatment policy* is published in full on our website. Students who do not follow the Institute's *Respectful and Fair Treatment* and *Code of Conduct* may face the following stages of disciplinary action, but St Giles has the right to move to a higher or final stage depending on the seriousness of the event or situation: The following is St Giles's dismissal procedure:

- You may be given a first written warning. The warning will last for up to 24 weeks;
- You may be given a second written warning, and again, this warning will last for a further 24 weeks. More serious action will be taken if you commit another act of misconduct during both time periods;
- If a very serious complaint is received by the school you may be suspended from attending the school or any activities organised by the school until the complaint has been investigated;
- If evidence of serious and/or persistent misconduct is found you may be asked to leave the school or any accommodation arranged by St Giles permanently and you will not receive and refund for the unused part of the course.
- For Under 19 students: we may inform your parents and/or your agent if you have misconducted yourself, and for adults: we may inform your agent.

Appeal Procedure

If we take disciplinary action to suspend you from school activities, or permanently expel you, you have the right to fair treatment and can ask the Centre Director to reconsider this action. You have the right to meet with the Centre Director along with another student or supporting adult to explain your behaviour or to give your opinion on the decision. The Centre Director has a duty to investigate and check any facts on which you disagree.

The school follows a complaints procedure which is explained separately, and you can use it if you feel that the school's disciplinary action has been unfair or unreasonable.