

# International Student Disciplinary Procedures

1. All International Students are required to sign a Tuition Agreement.
2. An International Student once enrolled at HES has the same rights as a Domestic Student and cannot be excluded from school other than in accordance with the stand down and suspension provisions of the Education Act 1989.
3. The parents/guardians of the International Student will be notified of any matters causing concern at school. An interpreter will be involved if required at HES's expense.
4. The Principal may take appropriate disciplinary action in response to the behaviour of the International Student.
5. Appropriate disciplinary action may include stand down, suspension or expulsion and termination of the contract of enrolment.
6. The Principal may take disciplinary action on the grounds of:
  - a. gross misconduct or continual disobedience that is harmful or is a dangerous example to others at HES;
  - b. the International Student's conduct or behaviour is likely to harm or seriously harm the International Student, staff or other students at HES;
  - c. the International Student's behaviour or conduct is in breach of HES' rules or the Tuition Agreement, in a way that constitutes an on-going risk to the International Student or any other students' education, health, safety, well-being or personal welfare; and/or
  - d. the International Student's behaviour or conduct is a risk to the health and safety of HES staff.
7. In making decisions on appropriate disciplinary action, the Principal and the Board of Trustees will, as much as reasonably practicable, ensure that any disciplinary action:
  - a. is proportionate to the seriousness of the behaviour;
  - b. Minimises any disruption to the International Student's attendance
  - c. Facilitates return to school when that time is appropriate; and
  - d. Follows the principles of natural justice.
8. If the International Student is stood down or suspended, the Principal will:
  - a. take all reasonable steps to ensure that the International Student has sufficient guidance and counselling that is practicably expected of the school; and

- b. Provides a programme that is designed to, as far as practicable, facilitate the International Student's return to school.

### **Associated Documentation**

International Students Policy

International Students Discipline Procedures

International Students Safety Procedures

International Students Attendance Procedures

Code of Practice of International Students

International Students Fees Protection and Refunds Policy

International Students Enrolment Procedures

International Students Grievance Procedures

Education Act 1989 (and amendments)

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