

Australian Hair & Beauty College
Provider 91006: CRICOS 02606J
ABN: 47 107 961 642

www.hairbeautyaustralia.com.au



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Student code of behaviour and disciplinary procedures

Student Responsibilities/Code of Behaviour

While you remain a student at the Australian Hair & Beauty College it is your responsibility:

- attend class regularly and punctually; follow the booking in (allocation of shifts) procedure outlined in your handbook
- advise the College of any absences; when immediately possible
- keep the College informed of your address and other contact details at all times whilst in Australia within 7 days of changing either
- conduct yourself in a safe and healthy manner;
- follow the intervention strategy as outlined in your handbook regarding attendance and academic performance
- behave in a manner which prevents injury and disease to you, your educator and fellow students;
- identify and report to your educator any possible hazards from equipment, facilities and the environment;
- comply with and assist in the College's emergency procedures;
- refrain from smoking anywhere in the College building;
- refrain from drinking and/or eating in the College;
- comply with the Assessment Information outlined in the Student Handbook and the
- register complaints, disputes or appeals with your educator;
- ensure non-discriminatory or harassing behaviour at all times to other students, staff or visitors to the College;
- report any discriminatory behaviour, bullying, victimisation or harassment to your educator;
- refrain from unacceptable behaviour including the use of bad language, alcohol and drugs;
- refrain from the use of devices which may disrupt classes ie. mobile phones, ipods and pagers.

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Disciplinary procedures

Suspension/Deferral

The Australian Hair & Beauty College will do all in its power to ensure all students receive fair and equal treatment. If a student is unable to abide by the College rules and regulations, then they may be requested to not return to College premises for a specified duration of time stated by the Principal. The Australian Hair & Beauty College reserves the right to suspend students who do not abide by the College Code of Practice, or any of the following:

- theft;
- non-payment of fees;
- non-attendance;
- disruptive behaviour;
- not abiding by the College Code of Practice.

The timeframe for suspension depends on the incident(s) and is up to the discretion of the Principal. The Australian Hair & Beauty College reserves the right to suspend students. The procedure for suspension is as follows:

Step 1: A meeting will be held with the student in question and a verbal warning will be given to the student along with updated records in the student files.

Step 2: A written warning will be presented to the student and details documented in the student files.

Step 3: The student will be given a written letter documenting their suspension details and reasons for doing so. Details are documented in the student file. No refunds will be given.

10 Expulsion

The Australian Hair & Beauty College reserves the right to expel students for not abiding by the College Code of Practice or any of the points stated in Policy 9-Suspension. See below for details:

Step 1: A meeting will be held with the student in question and a verbal warning will be given to the student along with updated records in the student files.

Step 2: A written warning will be presented to the student and details documented in the student file.

Step 3: The student will be given a written letter documenting their suspension details and reasons for doing so. Details are documented in the student file.

Step 4: If the student has proceeded through the suspension process (as per above) and continues to not abide by College rules and regulations then the College reserves the right to cease delivery & assessment of the course and expel the student from College premises on a permanent basis. Notification of this outcome will be delivered to the student in writing and apply only after the student has proceeded through the suspension process. No refunds will be given.