

# DISCIPLINARY, ADMISSIONS & EXCLUSIONS POLICY



BRITISH STUDY CENTRES  
School of English

<b>Aim</b>	To promote a serious academic environment with high attendance and good behaviour amongst the student body.
<b>Monitor</b>	Daily attendance is recorded and the academic management team act promptly on poor attendees. The management team react promptly to any behavioural issues.
<b>Policy</b>	The school reserves the right to dismiss a student in the event of misconduct, unpaid fees, or poor- or non-attendance. This policy will be made clear to students pre-arrival and on induction.
<b>Last update</b>	February 2017

## PROCEDURES

1. The school reserves the right to refuse admission to any student or to dismiss any student in the event of misconduct or unsatisfactory attendance or timekeeping or work, without refund of fees.
2. The school deals with attendance and punctuality issues with a defined warning system. The school will speak with the student if the student is not meeting the required attendance and punctuality standards. If there is no improvement in the student's performance in this area, the student will be given a first warning. If the student fails to improve in the agreed area, a second and final warning will be given. In cases where the student continues to fail to meet the agreed, required standard, the student can be dismissed from the school without refund of fees.
3. In the event of poor or non-attendance for tier 4 students sponsored by the school, the UKBA will be informed via the online student management system.
4. In the event of misconduct such as abusive behaviour or language, fighting or discriminatory language, the school reserves the right to dismiss students if they have broken UK law such as the use of recreational drugs on the school premises or in BSC accommodation.
5. Students are required to pay for all course fees in advance of their course beginning. The school reserves the right to dismiss a student if all fees are not paid.
6. In the event of student misconduct in a BSC host family or student house, the school reserves the right to dismiss the student from the accommodation.
7. The school reserves the right to remove students from exam classes and placed in to a General English class in the event of poor student attendance and punctuality.
8. The school will make these procedures clear to all students through the terms and conditions published on the website and on the fee sheet. In addition this policy document is also available on the website and the disciplinary and admissions policies are explained in the student handbook available on myBSC.