

	<p>PARADE COLLEGE</p> <p>RTO DIVISION</p>
<p>Discontinuation of Enrolment Procedure</p>	

The procedure exists to ensure an expedient response to any major breach in the code of conduct by a course participant.

NB This procedure only applies to external students attending courses at Parade College – RTO Division. Internal Parade College students attending courses offered by the RTO Division will be managed according to broader College procedures.

Scope:

A course participant's enrolment may be suspended or discontinued by the Parade College Principal in consultation with the Executive Officer RTO for:

- behaviour that threatens the safety of others, interferes with the duties of staff or other participant's study, damages or threatens Parade College property, or the good order of Parade College;
- non payment of course/module/unit fees,
- significant periods of non attendance, or
- a second incident of cheating or plagiarism.

Process

1. A report will be prepared by the Trainer and/or relevant staff member noting all details and contributing factors;
2. At a negotiated and planned interview with the course participant, the relevant staff and Principal or Executive Officer RTO will clearly outline the background and rationale for the decision to suspend or discontinue enrolment. The course participant may choose to be accompanied by an advocate to this interview.
3. The course participant will be given the opportunity to articulate why enrolment should not be suspended/discontinued. In particular, the course participant should indicate where due process has not been followed or that the decision needs to be reconsidered in light of new evidence.
4. Where the decision to suspend/discontinue enrolment is upheld, the course participant will be informed in writing within 5 days of the interview. A copy of the Complaints and Appeals policy will also be forwarded at this time.
5. Refund of fees paid will be at the discretion of the Parade College Principal.