

Disciplinary Procedures (Student)

This document refers to: The procedures that Nexus ICA will follow in the case of a breach of the Nexus ICA Student Code of Conduct.

1. Introduction

1.1 Students are expected to behave in a manner consistent with the Christian ethos. Therefore, a student must not recklessly, wilfully or persistently behave in a manner contrary to the proper functioning of the school or act in such a way which is deemed to bring Nexus ICA into disrepute. If a student engages in conduct which is deemed to be inappropriate or unacceptable, the following disciplinary procedure will be instituted.

2. Part One: Verbal Warning

2.1 The student will appear before the Director (or his appointed representative) and one member of staff. The student will be reprimanded and warned with regards his or her future conduct. The student will receive a written confirmation of the warning, a copy of which will be held on file.

3. Part Two: Written Warning

3.1 If, in the opinion of the Director (or appointed representative) and staff member, no improvement, insufficient improvement, or a deterioration in the student's behaviour has occurred, the student will be asked to appear before the Director and one member of staff. A written warning will be issued to the student, in which he or she will be informed that any further violation of Nexus ICA's code of conduct may result in withdrawal from the course. A copy of the warning letter will be held on file.

4. Part Three: Final Hearing

4.1 If, in the opinion of the Director and staff member, no improvement, insufficient improvement, or deterioration in the student's behaviour has occurred, after due notice the student will appear before a panel comprising the Director, a member of staff and a member of the Board of Directors. If the panel rules that the student is to be withdrawn, the student will be informed within 24 hours of the sitting of the panel. The student will be issued with a formal letter of withdrawal which will outline the reasons why he or she is being withdrawn from the course. A copy of the letter will be held on file. If the panel decides not to withdraw the student, the disciplinary procedure will continue as in Part Two, along with any other decision of the panel.

5. Other Information

5.1 Students in rented accommodation are bound by the terms of their contract. Any applicable accommodation fees will not be refunded to a student withdrawn from the course.

5.2 Tuition fees will also not be refunded to a student withdrawn from the course.

5.3 In a case of severe misconduct, Nexus ICA reserves the right to commence the disciplinary procedure at any of the stages outlined above.

5.4 The time period between the various stages of the disciplinary procedure will be at the discretion of the Director in consultation with the instrument tutor or Discovery Group leader.

5.5 A student's parents/guardians may be contacted and informed at any stage of the procedure.

5.6 If any other educational establishment to which the withdrawn student may apply to, makes an enquiry to Nexus ICA regarding that student's academic record, Nexus ICA reserves the right to pass on to that educational establishment any information that it deems suitable, including reasons for withdrawal.

5.7 Academic suspension may be considered in some cases. This means that a student may not have access to any of the schools facilities and may not attend any classes until a matter has been satisfactorily resolved.

5.8 Students also have a right of appeal over disciplinary hearing outcomes to the Office of the Independent Adjudicator. More information about the services they offer can be found on their website: <http://www.oiahe.org.uk/>.