

## EXPULSION POLICY

Document ID	3.11
Related Documents	UBSS Academic Progression, Monitoring and Intervention policy GCA International Students' Support Policy UBSS Student Code of Conduct GCA Refund Policy
Date	June 2018
Date of Next Review	June 2023
Authorised by	UBSS Academic Senate
Approved by	UBSS Academic Senate December 2011
Version	V15
Responsible Officer	Executive Dean
References and Legislation	National Codes of Practice for International Students (NCPIS) Standard(s): Standard 13

### Table of Contents

<b>1</b>	<b>Context</b> .....	<b>2</b>
<b>2</b>	<b>Scope</b> .....	<b>2</b>
2.1	Rationale .....	2
2.2	Legislative Context .....	2
<b>3</b>	<b>Definitions</b> .....	<b>2</b>
<b>4</b>	<b>UBSS Right to Expel Students</b> .....	<b>2</b>
4.1	The Process .....	2
4.2	Refund of Fees .....	3
<b>5</b>	<b>Document Change Control</b> .....	<b>3</b>

## 1 Context

This Policy outlines the conditions under which a student may be expelled and the associated procedures and appeal process.

## 2 Scope

### 2.1 Rationale

UBSS is required to establish protocols and procedures for the expulsion of students from a course of study and from the School in general in accordance with obligations under the National Code and ESOS requirements.

### 2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

## 3 Definitions

Item	Definition
<b>Expulsion</b>	Expulsion refers to the cancellation of a student's CoE and revocation of their student access to the UBSS and GCA student network.

## 4 UBSS Right to Expel Students

UBSS has the right to expel any student who breaches the Code of Conduct and its associated rules or the School Code of Academic Conduct. Students must understand and follow all School policies, guidelines and codes of conduct. Students who breach the UBSS Code of Conduct or is found to have breached the UBSS Academic Progression & Intervention Policy face possible expulsion from the School.

### 4.1 The Process

Where a breach has occurred, UBSS management issues a *Warning Letter* to the student. This letter may be forwarded to parents/guardians, agents etc. UBSS reserves the right to override any warning letter procedure for any serious breach of the Code of Conduct and School Rules.

## 4.2 Refund of Fees

Upon expulsion, all tuition fees and any other monies paid to UBSS are forfeited in full. For students on a student visa, the Department of Immigration is advised that they have been discontinued from their course, with the reason being shown as 'Expulsion'.

## 5 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
V12.1	Change of review date	June 2018	Jotsana Roopram
V13	Refreshed and new review date embedded	August 2019	Prof Ian Bofinger
V14	Removal of Executive Dean New review date embedded	March 2021	Anurag Kanwar
V15	Position names and Branding update	December 2023	Nupur Chanda