

## Student Expulsion Policy

inlingua Leeds has the right to ask students who repeatedly refuse or do not follow our rules to leave. Students who do not respect our college, students, staff and the laws of the UK are not welcome at inlingua Leeds.

If you break our rules:

- First, you will get a warning from your teacher.
- If it continues, you will get a warning from the Operations Manager. This meeting will be put into your student records.
- If it continues, you will get a written warning from the Operations Manager. The inlingua Leeds management will talk to you in a meeting about the problem and try to find a solution. Your sponsor/agency will be told about the problems.
- If it still continues, you will be asked by the CEO to leave our college.
- If the situation is very serious (like abusive behaviour or stealing), we may need to call the police.

If you are asked to leave, you will not get a certificate or any refund. Any money you owe inlingua Leeds for fees, accommodation or materials must be paid in full immediately. If you are staying with one of our homestay families, you must leave the homestay.

If you are a sponsored student, we will inform your sponsor of why you were asked to leave.

If you are expelled, you cannot make another booking at inlingua Leeds for at least one year, without proving that your behaviour has improved. inlingua Leeds will have the right to refuse your booking.

If a student or student representative would like to complain or appeal against an expulsion, please see our Complaints Policy.

inlingua Leeds understands that unhappy students can sometimes show this by behaving badly. Our staff will try to help any students in a positive way, to avoid having to go through the process and we take pastoral care in the college very seriously. However, inlingua Leeds has a duty of care to other students and staff so must deal with problems that are affecting other students.

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Management