

<b>Student Exclusions</b>	
<b>Academic Procedure</b>	
<b>1. Purpose</b>	These guidelines supports the Student Progression, Exclusion and Graduation Policy and guide SAE Institute Pty Ltd trading as SAE Creative Media Institute (SAE) on management of students who are put forward for exclusion.
<b>2. Scope</b>	This procedure applies in the context of SAE Institute Pty Ltd operations in Australia, and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE.
<b>3. Associated Policies and Procedures</b>	<p>These guidelines should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>● Student Progression, Exclusion and Graduation Policy</li> <li>● Students at Risk Procedure</li> <li>● Academic Honesty Policy</li> <li>● Student Discipline Rule</li> <li>● Student Support Services Policy</li> <li>● Student Grievance, Complaints and Appeals Policy</li> <li>● Student Grievance, Complaints and Appeals Procedure</li> <li>● Code of Conduct</li> </ul>
<b>4. Associated Documents</b>	<p>These guidelines should be read in conjunction with the following documents;</p> <ul style="list-style-type: none"> <li>● Student Grievance, Complaints and Appeals: Appeals Form</li> <li>● Student Grievance, Complaints and Appeals: Complaints Form</li> </ul>
<b>5. Procedure</b>	<p><b>5.1 Reason for Exclusion</b></p> <p>As per Section 8 of the Student Progression, Exclusion and Graduation Policy, a student may be excluded from SAE on the following grounds:</p> <ol style="list-style-type: none"> <li>1. Failure to enter into an Academic Probation agreement</li> <li>2. Failure to meet the requirements of Academic Probation</li> <li>3. Failure to pay fees</li> <li>4. Severe breach of Code of Conduct</li> <li>5. Failure to re-enrol within 14 days of trimester start</li> </ol> <p>International Students should refer to the National Code and the International Student Policy.</p> <p><b>5.2 Decision Making</b></p> <p>For all academic-related issues, any suspension and exclusion decisions has to be made by the Dean (or delegate)</p> <p>A student may be excluded from SAE for up to 5 years.</p>

### 5.3 Exclusion for failure to meet requirements of Academic Probation

These procedures relate to a student who is being excluded for failure to meet the requirements of academic probation:

- The Academic Coordinator is responsible for liaising with the Department Coordinators to decipher what (if any) students are to be considered for exclusion in line with the Student Progression, Exclusion and Graduation Policy;
- If it is identified that there are students who are eligible for exclusion, the Academic Coordinator adds these students to the Student Exclusions list and sent to the Dean of SAE, Southern by Friday of Week 15 of Trimester;
- The Dean (or nominee) collates all student lists from all SAE campuses, and issues students a Notice of Intention to Exclude from SAE in Orientation Week. The notice will indicate that:
  - The student has the opportunity to show cause as to why they should not be excluded from SAE;
  - The student has 7 days to respond in writing to the Dean of SAE, Southern;
  - The Dean has the authority to extend the deadline for a student to show cause for special circumstances;
  - The Dean has the right to request more information before making a decision;
  - The Dean’s decision is final, and the Dean will either decide to exclude, give a final warning, or overturn the decision.
  - Please note: For International Students, they will be issued a Notice of Intention to Report for Non-Progression, and will have 20 working days to respond in line with the National Code;
- During the time where the student is invited to respond (where the decision is pending), it is the responsibility of the Academic Coordinator and Campus Managers to follow up with the students, which includes reminding students of support services available to them;
- During this time, the student should continue to attend classes and submit assessments as usual, and all access to campus facilities and resources are to remain available to them until a decision has been made;
- The Academic Coordinator is then responsible for advising the Dean of the student’s status, and must do so within the 7 day timeframe;
- Following the 7 day timeframe, the Dean (or delegate) will make a ruling, and notify the student in writing of the outcome.
- Once the Dean has notified the student of the outcome, the Campus is responsible for following up. For example, if the Dean issues a final warning, the Academic Coordinator is responsible for ensuring all measures are put in place to continue to support the student throughout their studies.

	<p><b>5.4 Exclusion for failure to pay fees</b>  <b><i>For Domestic Students:</i></b>  Students that have indicated they are paying their fees upfront or are not eligible to use the FEE-HELP Loan Scheme, will pay their student fees no later than the census date. If the student's FEE-HELP application has been declined or the loan cap reached, they have to pay full fees within 7 days after becoming aware of the decision.</p> <p><b><i>For International Students:</i></b>  If an International Student fails to pay tuition fees and/or liaise with the Finance Department, they will be issued a Notice of Intention to Report for non-payment of tuition fees. If a student fails to appeal and/or pay within the 20 working day period, Finance will seek permission from the Dean to exclude the student. Finance will then ask Student Services to:</p> <ul style="list-style-type: none"> <li>- Cancel the student's enrolment</li> <li>- Cancel the student's CoE</li> <li>- Make the necessary changes in PRISMS</li> </ul> <p><b>5.5 Exclusion for severe breach of Code of Conduct</b>  If a student has been found to be in severe breach of the Code of Conduct, the Campus Manager has the authority to exclude a student immediately. The Campus Manager then notifies the Director of Australian Campus Operations who will inform the Executive Management Group.</p> <p><b>5.6 Failure to re-enrol within 14 days of trimester start</b>  <b><i>Domestic Students:</i></b>  If a domestic student fails to attend classes from Week 1, SAE will attempt to make contact with the student by telephone and email. If after at least 3 attempts, the student fails to respond, then SAE will auto-defer a student by census of that trimester. The student is then advised that they have been deferred.</p> <p><b><i>International Student:</i></b>  If a student fails to attend classes from week 1, SAE will attempt to make contact with the student by telephone and email. If the student does not respond within the timeframe and commence their studies, or has not successfully applied for deferment based on compassionate or compelling circumstances, the student will be withdrawn from SAE. SAE will report this to DIBP through PRISMS</p> <p><b>5.9 Cancellations &amp; Exclusions Students using VET Student Loans (VSL)</b>  Students who are using the VSL scheme to defer their course must initiate an appeal to their cancellation within 28 days of the original notification. All appeals must be in accordance with SAE's Student Grievance, Complaints and Appeals Policy and Procedure.</p> <p>A cancellation will take final effect on the day that a Stage 1 appeal is upheld by SAE. This does not prevent a student from further escalating the appeal.</p>
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	<p><b>5.10 Refunds of Fees (including VSL students)</b>          If a student is excluded from study for any of the reasons outlined in this procedure, they may be eligible for a refund of the current teaching period's fees so long as the process of exclusion was commenced prior to the published census date of the current teaching period.</p> <p>For further information please refer to the SAE Tuition Fees and Refund Policy and Procedure</p> <p><b>5.11 Records</b>          All correspondence between SAE staff and students are to be recorded in Navigate. If it's decided that a student is to be excluded, the Dean (or nominee) will advise Student Services and the Academic Coordinator, who will change the student's enrolment status, and send the student's paper file to archive as deemed appropriate.</p>
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**Administrative Information and Version Control**

Date	Summary of Changes	Approved by
26 August 2017	Procedure developed	L.McMillan
25 March 2019	Procedure reviewed	L.McMillan
30 June 2019	Procedure reviewed	L.McMillan