



The school reserves the right to refuse admission to any student or to dismiss any student in the event of misconduct or unsatisfactory attendance or timekeeping or work, without refund of fees.

Attendance and Punctuality

The school deals with attendance and punctuality issues with a defined warning system. The school will speak with the student if the student is not meeting the required attendance and punctuality standards. If there is no improvement in the student's performance in this area, the student will be given a first warning. If the student fails to improve in the agreed area, a second and final warning will be given. In cases where the student continues to fail to meet the agreed, required standard, the student can be dismissed from the school without refund of fees.

Misconduct

In the event of misconduct such as abusive behaviour or language, fighting or discriminatory language, the school reserves the right to dismiss students if they have broken U.K. law such as the use of drugs on the school premises or in student accommodation.

Course Fees

Students are required to pay for all course fees in advance of their course beginning. The school reserves the right to dismiss a student if all fees are not paid.

Accommodation

In the event of student misconduct in a homestay family or student residence, the school reserves the right to dismiss the student from the accommodation.

Reviewed: 10/4/17

Signed:

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to:

Francesca Giacomini-Operations and Marketing Director

francesca.giacomini@northwestacademy.net T: + 44 28 7137 0773

Reviewed: 10/4/17