Student Code of Conduct

All students are expected to abide by this Code of Conduct during their participation in their course with Clinton Institute. Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures

1. Students' rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Clinton Institute holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Clinton Institute on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

2. Students' responsibilities

All students, throughout their training and involvement with Clinton Institute, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Student is responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipt of any payments of tuition fees or non-tuition fees.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change, within 7 days of the change.
- Provide relevant and accurate information to Clinton Institute in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Clinton Institute if any difficulties arise as part of their involvement in the program.
- Notify Clinton Institute if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.

- Obliged to pay for the number of units/cluster/ levels have enrolled
- Make payments for their training within agreed timeframes, where relevant.
- Notify Clinton Institute via email, if payment could not make on time and request for an extension.
- For international students comply with their student visa requirements under the ESOS Act.