

## **Student's Rights and Responsibilities (PO17)**

### **Students have the right to:**

- Have their learning needs known and addressed by the tutor.
- Expect a competent tutor and achieve the course outcomes.
- Learn in an appropriate environment where all people are free from any form of harassment and/or discrimination.
- Be re-assessed if the competency is not achieved first time.
- Normal privacy afforded all citizens in personal matters.
- A prompt refund of course fees in accordance with the refund policy.

### **Students have the responsibility to:**

- Recognise other peoples' human worth and dignity.
- Dress appropriately, keeping in mind the nature of the course they are attending. Dress should reflect industry and community standards.
- Come to class sober and drug free and smoke only in open areas away from other people outside.
- Pay all class fees and charges associated with the course. Should this cause hardship the student can discuss the matter with the manager and other payment arrangements may be possible.
- Care for personal possessions while attending the course.
- Clean and tidy their work area at the end of each session, and to wash, dry and put their dishes away.
- Report all injuries or incidents of harassment by another person promptly to the tutor or manager, and ensure a written report is kept in the incident record book.