



STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

The College seeks to provide the best possible learning environment and opportunities for each student. Arising out of this commitment and obligations imposed by law, students have the following rights:

To be informed of:

- Defined entry standards and requirements;
- Facilities and resources available to them;
- Relevant policies and procedures affecting them, including those relating to:
 - Assessment
 - complaints and grievances
 - copyright
 - fees
 - occupational health and safety
 - privacy
 - recognition of prior learning
 - sexual harassment
 - specific disadvantages
 - staff conduct

To have access to:

- An inexpensive and available complaints and grievance handling process;
- Personal records;
- Student support services, including pastoral care and study assistance; and
- Teachers and supervisors who are suitable and appropriately qualified.
- To be assured of:
 - Equity and access to courses, facilities, services and the application of the College's policies and procedures; and
 - Protection of fees paid.

To contribute to:

- • The improvement of college programs, policies and procedures by being given ample opportunity to provide input and feedback.

STUDENT RESPONSIBILITIES

Each student is expected to:

- demonstrate the highest standards of Christian conduct at all times;
- attend all prescribed College worship, lecture, tutorial, seminar and practical sessions regularly and punctually. To be eligible to graduate from a Tabor NSW course you must normally attend at least 75% of the classes in each module in your course;
- present acceptable explanations for absences on a Student Apology Form available from the pigeon-holes;
- submit all assignment work by the due dates specified on the module worksheets;
- show respect for all staff and guest lecturers;
- show respect and consideration for other members of the student body, and respect their property;
- take part in assigned practical duties at the College;
- follow the guidelines in the Tabor College NSW Handbook and those in the College's current Student Orientation Handbook;
- advise the Registrar if he/she is withdrawing from a module, or deferring or withdrawing from studies;
- advise the Registrar immediately of any changes to his/her personal, church or course details that the College has on record;
- be neat, clean and modest in dress; and
- comply with occupational, health and safety requirements including participation in any fire



drills or evacuation exercises.

COMPLAINTS AND GRIEVANCES

As a student, if you believe you have not been afforded your due rights, the College has a specific and detailed protocol to address students' concerns relating to both Academic and Non-Academic matters. This is outlined in the Grievances Handling Procedures.