

4. If there is still no improvement in your conduct, or you do not carry out suggested actions to help you improve, the Line Manager/ course organiser will refer the matter to the Head of Region. The Line Manager/ course organiser will carry out further investigations and discuss it with you and with the Head of Region. If there is no resolution, the Head of Region may then issue a letter asking you to leave.

Some very serious breaches of the Learning Agreement may result in immediate disciplinary action - usually you will be asked to leave straight away. These include:

- Violence against other students, WEA staff and volunteers
- Safeguarding related matters where you or others maybe at risk of harm
- Written, online or verbal abuse or language that is racist, sexist, ageist, homophobic or offensive to people with a disability
- Serious substance abuse before or during class or on WEA-managed premises
- Contravening exam, accreditation or assessment regulations
- Interfering with WEA computers
- Very seriously disrupting the learning of other class members.

If you are employed, and your employer is contributing to your course and /or exam fees, your employer will be sent information about/copies of both verbal and written warnings. You'll be given every opportunity to obtain a copy of any records relating to you and will be told how you can view the records held by the WEA.

You also have the right to appeal at any stage of the disciplinary procedure, using the Complaints Procedure, and have the right to be accompanied by a friend or helper when attending any meetings with WEA course organisers or Heads of Regions.

If you think the WEA has broken the Student Learning Agreement please use the Complaints Procedure . Please contact a member of staff with the relevant WEA [Regional Office](#). You can also use the Complaints Procedure to raise a grievance if you feel that you have been unfairly treated at any stage.

This policy is part of a suite of Student Support policies defining student support
<https://www.wea.org.uk/about-us/policies>

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
July 2021	July 2022	Learning IAG Manager	Director of Quality and Student Services