

Code	STCC.001
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Prepared by	Dorian Roberto Ramírez Sosa
Approved by	Stuart Matthew Hanson
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Contact Officer	Stuart Hanson
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Student Code of Conduct

General Conduct Expectations

Veritas Mediation Academy is a professional learning institution, and all learners are required to **adhere to the Student Code of Conduct** to ensure a respectful and productive environment for fellow learners, staff, and the public.

Learners must:

- Maintain **good attendance** and demonstrate a **positive attitude** toward their studies.
- Complete all **Guided Learning Hours** and **independent study** to meet the required **Total Qualification Time**.
- Follow the **dress code** and maintain a **clean and professional appearance** while at the academy.
- Arrive **on time** for classes—repeated lateness may lead to **disciplinary action** and affect **grades**.
- Submit **coursework on time**—late submissions may be marked as a **Fail**.
- **Recording staff or learners** (audio or video) is **prohibited** without prior consent.

VMA aims to maintain a **professional training environment**, and **any form of abusive, racist, sexist, aggressive, or vulgar behaviour** toward staff or learners will not be tolerated. Such conduct may result in **disciplinary action**.

Learners must respect VMA's property and maintain appropriate behaviour within the premises. Any **intentional damage** to VMA's property will be charged to the learner and may lead to disciplinary measures.

VMA is **not responsible for learners' personal belongings**.

If a learner has **concerns or grievances** regarding their course or the behaviour of others, they should contact VMA admin office.

Learners must also update VMA with any **changes to personal contact details**.

Failure to comply with the Student Code of Conduct may result in disciplinary action.

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Disciplinary Procedures

All learners must follow the **Student Code of Conduct**.

If a student **violates the code**, VMA has the right to address the breach appropriately.

Consequences for breaches:

- **Minor violations** result in a **verbal warning**.
- **Repeated minor violations** will lead to a **written warning**.
- If the learner **continues to breach the code** after a written warning, VMA reserves the right to **expel the learner**. **No refunds** will be given for course fees.

Serious violations may lead to **immediate expulsion** without prior warnings. **No refunds** will be issued in such cases. Serious breaches include (but are not limited to):

- **Verbal or physical abuse** toward staff or learners.
- **Disruptive behaviour** as determined by VMA.
- **Intentional damage to property** or **theft** from VMA.

Contacting the Academy

For any **questions, concerns, or complaints** regarding the **Student Code of Conduct**, learners can contact VMA's admin office.



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