



WARNING AND DISCIPLINARY ACTION FORM

This warning and disciplinary notice is to be completed any time a student is formally warned and counselled following problems with their performance at the College and/or at the workplace as reported to the College.

This warning and disciplinary notice may also constitute a written warning. A written warning may also take shape in the form of a letter. For further information, please refer to the *1-01-002 Academic & Research Integrity and Misconduct Policy*.

Student Name: _____

DETAILS OF PERFORMANCE ISSUE (Tick as appropriate)

Corrective counselling
 Verbal warning
 Written warning
 Last warning

Type of offence:

- Academic non-compliance (attendance, plagiarism, course progress)
 Non-compliance with code of conduct (lack of respect, tardiness, disruptive behaviour, dress code)
 Other: (please specify)

Date, time and location of incident:

Date/ Number of times that this issue has been discussed (formally / informally)

RECORD OF INTERVIEW (if applicable)

Please note details of questions asked, statements made, details of incident(s) and relevant facts:

Date of Interview: _____ Kenvale representative: _____


FOLLOW-UP ACTION

Agreed action for improvement:	By when	By whom
1		
2		
3		
4		
5		

STUDENT'S COMMENT (OPTIONAL)

If the student would like to make comment or statement, he/she may do so here:

STUDENT'S STATEMENT

I have read this Warning & Disciplinary Notice and I understand its contents:

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Kenvale representative at interview: _____ Date: _____