



Your future starts here!

COLLEGE RULES

Students are urged to study the following rules very carefully and to adhere to them very strictly.

1. Right of admission

Westcol reserves the right of admission to this college. Students who deliberately cause any damage to the buildings, equipment or grounds may be prosecuted.

2. Enrolment and placement of learners

Enrolments and placement of prospective students should take place before the commencement of classes. Late entries will only be considered in exceptional cases.

3. General Appearance

Clothing should be acceptable and neat. Hair should always be clean and well groomed. Westcol reserves the right to request a student to change clothing if her/his clothing does not conform to college standards. Minis, as well as Bermuda shorts, must cover at least half of the upper leg. Clothes may never be daring or revealing. T-shirts with political or offensive slogans are forbidden.

4. Class Attendance

1. Under no circumstances may students be late for lectures.
2. A class attendance record of at least **100%** must be maintained.
3. A medical certificate or a letter from the employer must verify absence.
4. Fraudulent medical certificates will be regarded as misconduct.
5. Should the attendance record or behaviour of a student prove unsatisfactory, he/she can face disciplinary measures.
6. Students will only be excused from classes on presentation of a doctor's note.
7. All work or tests missed must be caught up by the student.
8. Students are requested not to ask to be excused during class.
9. Students with less than 80% class attendance may be prohibited from writing National Examinations (DHET POLICY).

5. Misconduct

Physical violence on, or in the vicinity of the campus will not be tolerated. A student guilty of violent conduct will face disciplinary measures:

It is forbidden to:

- 5.1 steal, illegally claim, use, abuse, destroy or remove the property of the college or a staff member, a fellow student or any other person on campus.
- 5.2 be in the possession of any alcoholic beverage on the college grounds or to be under the influence of alcohol while on the college grounds or attending college functions.
- 5.3 be under the influence of or be in the possession of habit-forming drugs without a medical prescription.
- 5.4 bring or keep, or allow or arrange to bring or keep, fire-arms and dangerous weapons,

petrol not used for motor vehicles, or explosives, without permission, onto the college grounds;

- 5.4 mount, spread or exhibit any banner, poster, notice or circular on or near the college grounds;
- 5.6 behave in an insulting, unseemly or improper manner towards a staff member, member of the College Council, fellow students or any other person;
- 5.7 misbehave in such a way as to lead to the detriment of order and safety or the good name of the college.
- 5.8 It is strictly forbidden to participate in, or carry out in person or as a group, any form of hate speech/racism/religious prejudice or act in a derogatory manner against any person/persons.

**A student committing any of the above is guilty of misconduct.
Such action could lead to prosecution.**

6. Tests and Assignments

Tests and Assignments are written regularly. A progress report will be issued for each period of study.

7. Attitude towards studies

Any student displaying a negative attitude towards his/her academic work, or failing to complete an assignment, can face disciplinary measures.

8. Conduct

Student conduct should always be exemplary. All litter should be deposited in the containers provided. No cigarette-butts or ash may be deposited on the floors or on the premises.

9. Smoking Policy

Students must adhere to the governmental smoking regulations as stipulated in the law.

10. Parking

The right to park on the college grounds is reserved. Consider the safety of other students when driving on the campus.

11. Appointments with the Principal & Deputy Principals

The Principal and Vice-Principals may only be visited upon appointment via the executive secretary at the Corporate Office.

12. Use of the Internet

Students accessing the Internet must avoid websites that portray text or illustrations that are of a sexually offensive nature. Students may not view, save, or print pornography. Serious disciplinary action leading to expulsion, as well as legal steps, will be taken against students who are found guilty of these offences.

Student name and Surname _____ ID number _____

Date _____ Signature _____



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



westcol
Technical and Vocational Education and Training College

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