

Support for Students policy

1. Purpose

The purpose of this policy is to:

- ensure that students have equal access to educational opportunities and support services;
- promote student well-being and academic success;
- foster an inclusive and respectful culture; and
- comply with the Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023.

2. Policy Statement

Leo Cussen is committed to providing a supportive and inclusive learning environment that fosters the academic, personal, and professional development of students. This policy outlines the principles, guidelines, and procedures designed to ensure the provision of adequate support for students in line with the Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023 and the *Higher Education Support Act 2003*.

3. Scope

This policy applies to all students enrolled at Leo Cussen, including domestic and international students.

4. Students at risk of not successfully completing their study at Leo Cussen

This Policy outlines how Leo Cussen will identify students at risk of not completing their study at Leo Cussen and the support available to assist them and the processes for ensuring students are aware of the support options.

Leo Cussen will carry out the following in order to identify students at risk of not successfully completing their study at Leo Cussen:

- undertake regular audit processes to identify students who have not achieved a satisfactory rate of progress in completion of course requirements;
- establish regular communication between staff including 'mentors' and students to provide opportunities to determine factors impacting progress; and
- make relevant forms and procedures readily available to students to self-identify issues that may impact progress.

5. Support Services Available to students

Leo Cussen will make all relevant information, forms and procedures available to students via its learning management system.

6. Academic Support

Leo Cussen will provide academic support services, including mentoring and reasonable adjustments to help students successfully complete their studies.

Students with disabilities will receive reasonable adjustments to facilitate their participation in academic activities.

7. Student Well-being

Leo Cussen offers students access to counselling services via the Leo Cussen EAP to support the mental health needs of students.

A dedicated well-being team will be available to provide support and referrals.

8. Inclusivity and Diversity

Leo Cussen will foster a diverse and inclusive culture through initiatives and programs that celebrate diversity, combat discrimination, and promote cultural awareness.

Students and staff are expected to adhere to anti-discrimination and harassment policies.

9. Financial Support

Leo Cussen will provide information and guidance to students about available financial aid options, scholarships, and emergency funds.

Leo Cussen will work with students facing financial hardship to identify suitable solutions to continue their education, wherever reasonably possible.

10. Complaints and Grievances

Leo Cussen will establish a transparent process [https://www.leocussen.edu.au/complaints_policy] for students to raise complaints and grievances related to support services.

International students can access [The Commonwealth Ombudsman](https://www.ombudsman.gov.au/complaints/international-student-complaints) [<https://www.ombudsman.gov.au/complaints/international-student-complaints>] for dispute resolution if they are not satisfied with the Leo Cussen 's response.

11. Compliance

Leo Cussen is committed to complying with the Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023 and will regularly review and update this policy as required to ensure compliance.

12. Review

This policy will be reviewed on 1 April 2024 and then every 2 years to ensure its effectiveness and relevance, subject to any earlier requirements.

13. Related Policies

This Policy should be read in conjunction with all Leo Cussen Graduate Policies including:

[Work Performance Policy](https://www.leocussen.edu.au/work_performance_policy) [https://www.leocussen.edu.au/work_performance_policy]

[Complaints Policy](https://www.leocussen.edu.au/complaints_policy) [https://www.leocussen.edu.au/complaints_policy]

[Privacy Policy](https://www.leocussen.edu.au/privacy_policy) [https://www.leocussen.edu.au/privacy_policy]

[IT Policy \[https://www.leocussen.edu.au/IT_policy\]](https://www.leocussen.edu.au/IT_policy)

[Social Media Policy \[https://www.leocussen.edu.au/social_media_policy\]](https://www.leocussen.edu.au/social_media_policy)

[Workplace Health & Safety Policy \[https://www.leocussen.edu.au/workplace_health_and_safety_policy\]](https://www.leocussen.edu.au/workplace_health_and_safety_policy)

[Workplace Behaviour Policy \[https://www.leocussen.edu.au/workplace_behaviour_policy\]](https://www.leocussen.edu.au/workplace_behaviour_policy)

[Academic Integrity Policy \[https://www.leocussen.edu.au/academic_integrity_policy\]](https://www.leocussen.edu.au/academic_integrity_policy)

[Deferral Policy \[https://www.leocussen.edu.au/deferral_policy\]](https://www.leocussen.edu.au/deferral_policy)

14. Definitions

Course/studies means the GDLP or other relevant study program offered by Leo Cussen from time to time.

GDLP means the Graduate Diploma in Legal Practice program as offered by Leo Cussen.

Leo Cussen means Leo Cussen Centre for Law

Students means all eligibly enrolled Graduate students in the Leo Cussen GDLP and students enrolled in other relevant Leo Cussen study programs from time to time

15. Contact Information

For any questions or concerns related to this policy, please contact:

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Policy status

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Review due by	1 April 2024
Policy Approver	Leo Cussen Management Committee

* Unless otherwise indicated, this policy and procedure will still apply beyond the review date

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