Student Enrolment Declaration (Moodle)

Information
Please read and indicate your agreement to this *Student Enrolment Declaration* (Declaration) at the end of this document. Once accepted, this Declaration becomes a binding Agreement.

This document contains important information about your enrolment, rights and responsibilities. Confirmation of your acceptance of these terms is recorded electronically at the date and time of your first access to the EQUALS International (Aust) Pty Ltd ("the Institute") online learning and assessment system (Moodle). You are responsible for abiding by these terms and conditions during your enrolment. Links to relevant information are included.

Amendment
This Declaration may be amended or modified at any time by the Institute at its sole discretion. Users will be notified of any changes, and continued use of the Institute's ICT resources and network facilities after such notification constitutes acceptance of the revised terms.

Student Statement:
By accessing or using the Institute's ICT resources and network facilities, I agree to comply with the terms and conditions set forth in this Declaration. I understand that failure to adhere to these terms may result in disciplinary action, including termination of access, enrolment and/or legal consequences as may be relevant.

In consideration of my enrolment the Institute and their provision educational services, educational resources and student services, I agree to the following:

ICT Rules
- To use the Institute's ICT resources and network facilities solely for enrolment purposes, including education-related activities
- Unauthorised use, including but not limited to accessing unauthorized data, transmitting harmful content, or engaging in illegal activities, is strictly prohibited
- I acknowledge that I may have access to sensitive and confidential information through the Institute's resources. I agrees to handle such information with the utmost care and refrain from disclosing it to unauthorised parties.
- I am responsible for maintaining the security and confidentiality of my login credentials. Any unauthorized use or suspected breach of security will be reported to Student Services immediately.

Compliance with Policies
I agree to comply with all applicable Institute policies, including but not limited to data security, acceptable use, and confidentiality policies. Violation of these policies may result in disciplinary action.

Prohibited Activities
I agree not to engage in any activities that may disrupt or compromise the integrity of the Institute's ICT resources and network facilities. This includes but is not limited to introducing malware, attempting unauthorised access, or engaging in excessive bandwidth consumption.

General Institute Rules
- have read, understood and agree to abide and uphold the principles and behaviour set out in the EQUALS Student Partnership Agreement
- agree to be bound by the terms and conditions, regulations, policies, procedures and guidelines of the Institute whilst I am enrolled as a student of the Institute, including those relating to the ownership, use and control of any intellectual property in any work, invention, discovery or other thing made, created or developed by me in connection with my studies at the Institute and those relating to the payment and refunding of tuition and other fees
- shall act in accordance with all lawful instructions of officers of the Institute
- understand that falsification of records or details about myself either before or after my enrolment as a student, which may be construed as academic or non-academic misconduct, is subject to the right of the Institute to terminate my enrolment or impose other sanctions in accordance with the Institute Rules and

may be exercised at any time during my studies at the Institute
- consent to any work I submit for assessment being scanned, copied or used by the Institute or its agents for the purpose of identifying plagiarism and any other academic misconduct
- have read, understood and agree to abide by the expectations set out in the HEd Student Handbook and/or VET Student Handbook, whichever is relevant to you
- understand, acknowledge and agree to orientation information as outlined in the HEd Student Handbook or VET Student Handbooks, EQUALS Policies page, and the Orientation information provided to me, relating to:
    - Academic integrity and use of generative artificial intelligence
    - Recognition Pathways (including National Recognition and RPL)
    - Student Support, Career Support & Counselling Services
    - International Orientation/Buddy Program
    - Institute Library
    - Student ID cards
    - Photocopying and printing
    - Contact hours and attendance expectations
    - Student Representative Committee and Class Managers
    - Courses conducted in English
    - Bullying and Student Misbehaviour
    - Mobile Phones
    - Electronic Assignment Submission
    - Student Portal and E-learning access
    - First Aid and Emergency Exit Procedures
    - Unique Student Identifiers
    - Pre-enrolment and course eligibility requirements (including clearances).

Fees and enrolment

- acknowledge that as a student I have until the unit census date to make any applications for national recognition (credit transfer or recognition of prior learning), or to make any enrolment changes without those changes appearing on my academic record, and that I must re-enrol within the given time frames and in the manner specified
- acknowledge that as HEd Student I have until ten (10) working days prior to the beginning of the relevant study period to apply for credit for recognised prior learning in order for them to take effect in that period.
- acknowledge that I have read and understood the Student Fees and Refund Policy and relevant information on my Application Form
- consent to receiving my Student Invoice electronically and, if I am a Commonwealth supported student, consent to receiving my Commonwealth Assistance Notice electronically
- understand that it is my responsibility to check my Student Invoice on the student portal and ensure payment by the due date.

My personal details

- will promptly notify the Institute of any change to my personal details (including changes to my mailing address and contact details) and I acknowledge that the Institute shall not be in any way liable for any matter arising out of a failure to notify the Institute of such changes
- acknowledge that a failure to update my personal details (including my mailing address and contact details) will not be an acceptable reason for failing to respond to any correspondence from the Institute as required.
- declare that all information that I have provided to the Institute (whether directly or via other institutions) is, to the best of my knowledge, complete, true, and correct
- authorise the Institute to obtain information about me including information from previous educational institutions attended by me or at which I have sought enrolment and information about my financial circumstances
- authorise the Institute to verify all details relating to my enrolment. This may include verification of my Australian visa details and study entitlements from the Department of Home Affairs (DOHA) Visa Entitlement Verification Online (VEVO) facility.

Institute communication, notices and records

- acknowledge that Institute correspondence, including formal notices and other communications, will be issued to me electronically via the email address registered by me with the Institute and/or via the student portal
- agree to check my student portal documents and my registered email inbox on a regular basis, which is at least twice per week, including during Institute breaks or Leave periods.

My confirmation

- have read and understood all information relevant to my enrolment and made available by the Institute, including the Institute's Privacy Statement
- acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the Institute.

User/Student Declaration

- Yes, I accept these terms and conditions.

- Yes, I understand that once accepted this document becomes a binding Agreement.