

## 2022 QTC Student Declaration Form

I, \_\_\_\_\_ (print name) acknowledge that I have been provided with access to an electronic copy of the 2022 QTC Student Handbook via Moodle and have been advised by QTC that this Handbook is updated from time to time with the current version available on the QTC website in Moodle. I also acknowledge that I have been provided access to the following ACT policies and agree to proceed with my studies on the terms outlined in these as well as in the current edition of the ACT Handbook.

- **Tuition Fee Refund Policy** (Refer to <https://www.actheology.edu.au/documents/>)
- **Statement of Tuition Assurance** (Refer to <https://www.actheology.edu.au/documents/>)
- **Non-Discriminatory Language Policy** (Refer to <https://www.actheology.edu.au/documents/>)
- **Grievance Resolution Policy - Students** (Refer to <https://www.actheology.edu.au/documents/>)
- **Refund Policy for Overseas Students** (Refer to <https://www.actheology.edu.au/documents/>)

I have read and signed the **Student Code of Conduct** and will endeavour to live in a way which seeks the glory of Christ and the good of his people, rather than my own glory or benefit. I understand that persistent inappropriate behaviour may result in disciplinary action, in accordance with ACT policy.

During my studies at QTC, I also agree to abide by the requirements relating to students outlined in the QTC Student Handbook and recognize that failure to do so will result in the consequences and penalties outlined in the Handbook. I acknowledge that these requirements include (but are not limited to) the following matters:

- Any form of **Academic Misconduct, including Plagiarism**, is a serious offence, and will be dealt with accordingly. (Refer to QTC Student Code of Conduct; to be signed as a condition of enrolment and the QTC Student Handbook found at <https://moodle.qtc.edu.au/> in the Main Menu block, and ACT Student Handbook <http://actheology.edu.au/documents/>)
- QTC is responsible for my **course planning** and I agree to follow the advice of the Academic Dean and Registrar to ensure my course plan includes all requirements as set by the ACT and other standards as set by QTC. I understand that units QTC schedules for future delivery are subject to several conditions and may vary. If I would like to take a unit with another ACT affiliate college, I must gain the written approval of the QTC Academic Dean or Registrar prior to enrolling in that unit.
- The **requirement for full attendance** at all classes, and in the case of full-time students, at other college community events as outlined in the Handbook. I am aware that I am expected to advise the college by email ([absentee@qtc.edu.au](mailto:absentee@qtc.edu.au)) or by other reasonable means of any absence as soon as is practicable, giving reasons for my absence. I am also aware that if I attend less than 80% of classes for any unit in which I am enrolled at QTC without providing (to the satisfaction of the QTC Registrar) evidence of unexpected circumstances beyond my control for my absence, I will be awarded a Fail grade for that unit. (Refer QTC Student Handbook <https://moodle.qtc.edu.au/> in the Main Menu block, and ACT Student Handbook <http://actheology.edu.au/documents/>)
- The ACT's policy regarding **late submission of assignments**, and the associated penalties. (Refer to QTC Student Handbook <https://moodle.qtc.edu.au/> under site pages)
- The ACT's **policies regarding length and format of assignments**, and the associated penalties. (Refer to QTC Student Handbook <https://moodle.qtc.edu.au/> under site pages)
- **Important dates relating to enrolment matters**, including the census date for units, and the financial and academic consequences of withdrawing after the specified dates. (Refer to QTC Student Handbook <https://moodle.qtc.edu.au/> under site pages)
- I will **advise the Registrar of any change of email or postal address or phone number** as soon as is practicable; I recognize that QTC and the ACT will communicate with me through the most recent email and postal addresses which I have provided to QTC.
- I **agree to follow the reasonable directions of college staff** while on-site at QTC & in relation to my studies.

With regards to the **QTC building** I agree to the below statements:

- I have been **inducted to the building**, including fire exits and the emergency meeting area.
- I will follow instructions regarding **Workplace Health and Safety** and alert the Operations Manager of any hazards and incidents in the building.
- I will not invite or let any **visitors** into the building without alerting staff immediately.
- I acknowledge that I have been issued a **Swipe Key Pass** for my exclusive use and if I misplace/lose it I will alert the Operations Manager immediately for it to be cancelled and pay a \$7.50 replacement fee. I will return the Swipe Key Pass at the end of each College year or as soon as I no longer am enrolled at QTC.
- I understand that if I require my **Student ID card** to be replaced there will be a fee of \$10 incurred.
- Should there be a Critical Incident, QTC's Critical Incident policy will be enacted, and students are to follow basic procedures as outlined in the policy. (Refer to QTC Student Handbook [https://moodle.qtc.edu.au/under site pages](https://moodle.qtc.edu.au/under%20site%20pages))

When using the **QTC Library** I agree to the following statements

- I agree that if I **lose or damage a QTC library book** that I will pay the cost to replace it
- I agree to pay my **Library overdue fees/photocopying/printing account/ textbook account** in a timely manner and realise that I cannot graduate from QTC with outstanding fees.

When using the **QTC wireless internet** I agree to the following statements

- I will not use the QTC Wireless network to access, store or transfer illegal material.
- I will be mindful that the QTC Wireless network and QTC's internet provision are shared and limited resources and will utilise them with respect for the needs of others.
- I agree that I will not use Queensland Theological College's computer resources unlawfully. This includes, but is not limited to, using QTC's resources to violate copyright agreements, harass others through the internet, SPAM other users, exploit security holes in computers or networks, or view sexually graphic and/or explicit and indecent material.
- I agree that I will not use the Queensland Theological College's Wireless internet for commercial purposes or to make a profit.
- I agree not to tamper with QTC systems or settings in any way, nor will I save or download programs or files to the network.
- I agree that if I do not comply with these rules, I will be held liable for any damage my actions may cause and understand that my privilege to use the QTC's wireless computer resources may be revoked.

While studying at QTC **I do / do not** (please circle) grant permission for my photograph and video content including myself to be taken by QTC staff for the use of publicity, advertising, social media and web content.

**I would / would not** (please circle) like to be included in the Student Directory which includes my name, suburb, church, student email address, where I have one, or personal email address, first names of my spouse and children if applicable, and mobile number. I understand that this will be available to be viewed by QTC staff and students on Moodle.

I have been advised that QTC's main source of communication with me will be via email, either my QTC student email if I am studying for credit or my personal email if I am an audit student. There will also be important information conveyed via the Student Newsboard. I agree that I will check both of these sources on a weekly basis.

I have been briefed on and understand the procedures and processes contained in QTC's COVIDSafe plan and agree to abide by the COVIDSafe procedures and processes currently in place.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_