

## ECU Multimedia Loans - Terms and Conditions (Student Loans)

### 1. Definitions

- 1.1. **'Currently Enrolled'** means the student has a course status of enrolled and is studying in the current teaching period or; the student has status of inactive and has re-enrolled in a teaching period yet to commence (i.e. between teaching periods).
- 1.2. **'Encumbrance'** (financial or administrative) means a penalty placed on a student's record, normally for non-payment of monies owing or failure to provide mandatory information such as a tax file number.

### 2. Principles

- 2.1. Booking and loan policies are to provide equity of access, to assist all students to achieve, at least, course objectives. These principles are provided for the protection and advancement of the common good and to support equity for all.

### 3. Eligibility

- 3.1. All students must be Currently Enrolled and free of any Encumbrances to be eligible for borrowing.

### 4. Borrowing

- 4.1. ECU Student identity cards must be produced when seeking to borrow equipment.
- 4.2. All borrowers must return equipment on time and in the same or similar condition.
- 4.3. Students must treat all borrowed equipment with the utmost care.
- 4.4. The borrower is liable for the full replacement cost for any loss or damage to equipment borrowed.
- 4.5. A student must not borrow equipment on behalf of another student.
- 4.6. The borrower must return the equipment upon request by the University or by any notified date, whichever occurs first.

### 5. Sanctions

- 5.1. Failure to return equipment on time or in the same or similar condition will result in the commencement of an Encumbrance process.
- 5.2. Students may receive a warning email that an Encumbrance will be placed on their student record if the item is not returned, replaced or paid for within 10 days.
- 5.3. An Encumbered student may not borrow any ECU Multimedia equipment except at the sole discretion of the University, such discretion to be exercised only in exceptional circumstances.
- 5.4. A student's failure to return equipment in accordance with these terms may result in the University applying sanctions upon the student which, at its discretion, may include one or more of the following:
  - Suspension of the student's access to the University's facilities;
  - Withholding the student's official notification of examination or other assessment results (other than notice of the student's eligibility for supplementary or deferred examinations or other form of assessment);
  - Cancellation of the student's enrolment;
  - Deferment of the conferral on the student of any degree, diploma or certificate; or
  - Exclusion from re-enrolment in a subsequent teaching period.