

# 2016 Enrolment Declaration

In consideration of my enrolment at the University of Melbourne ('**University**'), and the provision by the University of teaching services, educational resources and student services, I:

## University Rules

1. Agree to be bound by the terms and conditions, statutes, regulations, policies procedures and guidelines of the University ('**University Rules**') whilst I am enrolled as a student of the University, 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 University and those relating to the payment and refunding of tuition and other fees.
2. Shall act in accordance with all lawful instructions of officers of the University.
3. 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 University to terminate my enrolment or impose other sanctions in accordance with the University Rules and may be exercised at any time during my studies at the University.
4. Consent to any work I submit for assessment being scanned, copied or used by the University or its agents for the purpose of identifying plagiarism and any other academic misconduct.

## Fees and enrolment

5. Acknowledge that I have until the subject census date 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.
6. Acknowledge that, unless I withdraw from a subject prior to the subject census date, I will be liable for the subject's tuition fees or student contribution amount (except where a subject is exempt from fees or where the student has a legal entitlement to a refund of fees that have already been received by the University).
7. Acknowledge that as a graduate research candidate my fee liability or Research Training Scheme usage will be calculated on a daily basis for every day that I am enrolled until my enrolment ceases. Enrolment cessation may include: leave of absence, thesis submission and examination, course withdrawal, or termination of enrolment.
8. Will also be liable for all student services or amenities fees or other fees or charges as set out in the University Rules as applicable to my enrolment. [This is not applicable if you are enrolled in a course governed by a contract between the University (acting through School of Melbourne Custom Programs of UoM Commercial Ltd, MCP) and an external organisation.]
9. Consent to receiving my Student Invoice electronically and, if I am a Commonwealth supported student, consent to receiving my Commonwealth Assistance Notice electronically.
10. Understand that it is my responsibility to check my Student Invoice on the student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)) and ensure payment by the due date.

## My personal details

11. Will promptly notify the University of any change to my personal details (including changes to my mailing address and contact details) and I acknowledge that the University shall not be in any way liable for any matter arising out of a failure to notify the University of such changes.

12. 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 University as required.
13. Declare that all information that I have provided to the University (whether directly or via VTAC or other institutions) is, to the best of my knowledge, complete, true, and correct.
14. Authorise the University 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.
15. Understand that the University is obliged to comply with the UN and Australian sanctions laws and regulations and may need to take appropriate actions.
16. Authorise the University to verify all details relating to my enrolment. This may include verification of my Australian visa details and study entitlements from the Department of Immigration and Border Protection (DIBP) Visa Entitlement Verification Online (VEVO) facility.

## **University communication, notices and records**

17. Acknowledge that University correspondence, including formal notices and other communications, will be issued to me electronically via my University student email address and the student portal (my.unimelb.edu.au).
18. Agree to check my student portal (my.unimelb.edu.au) notices and University emails on a regular basis, which is at least twice per week, including during University breaks or Leave periods. [Where a student is enrolled in a course with MCP, the University may issue correspondence to the student's designated email address.]
19. Understand that upon graduation, the details of my qualifications will be included in the Graduate Roll of the University and become a matter of public record.

## **My confirmation**

20. Have read and understood all information relevant to my enrolment and made available by the University, including the University's Privacy Statement.
21. Acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the University.