



Student Course Material
& Electronic Device
Return Policy

Adamattrin Pty Ltd as Trustee for Mesaric Family Trust T/A Forme Education

[ABN: 43 288 767 600 ACN: 130 686 001]
[RTO No. 31744]



Student Course Material & Electronic Device Return Policy

As of 1 April 2015 this Policy has been implemented to protect both Tri Training and its students in accordance with the legislative requirement imposed at law under the *High Education & Support Act 2003*.

Distribution of Course Material

Once a student has successfully enrolled in a course with Forme Education, they will be issued with their 'census date'. Census date is the last date that student can withdrawal from their enrolled unit/s without incurring a VET FEE-HELP loan debt.

Once the student has passed their census date, each student will be issued, on loan by Forme Education, a 'course material' pack which will include:

1. Laptop;
2. Microsoft Office 365 (installed on the computer);
3. Internet access (limited to a monthly capped amount of 4GB); and
4. Printed course material/ text.

Student Device Agreement

Upon enrolment, students are required to read and sign the *Student Course Material & Electronic Device Agreement*. The *Student Course Material & Electronic Device Agreement* is available on the Tri Training website at www.tritraining.edu.au

Student Use of Course Material

The course material is to be used by the student for educational purposes only being the sole and necessary purpose of completing the student's online course of study with Forme Education.

Students must understand that the course material is not a gift to the student for enrolling into the Forme Education course. The course material will remain at all times the intellectual property of Forme Education throughout the student's course.

Student Responsibilities

The students will be responsible for the electronic device (laptop & internet). In the circumstances of loss, damage or theft, Forme Education must be informed immediately. The student will resume the responsibility to file a Police report and will be legally responsible to pay the fee of such loss, theft or damage.

If the student is found to be using the laptop or internet for other purposes not for the sole and necessary educational purpose of study, then the student may be asked to return the laptop and internet to Forme Education immediately and prior to them completing their course.

Internet Use

Excessive use of the internet monthly cap will result in student paying for the difference in cost at a rate of \$100 per GB over the 4GB usage limit. Forme Education will not be responsible for excess use of internet over the monthly cap and students must resume responsibility for this. The internet connection may also be disconnected as a result of excessive use.

Intellectual Property of Forme Education

The course material will remain the legal intellectual property of Forme Education during the course of a student's studies.

Returning of Course Material

Once the student has successfully completed their course of study, withdrawn, cancelled or expired, then student will be required to return to course material in its original, undamaged and working state to Forme Education.

Failure of Return Course Material

Failure to return the course material to Forme Education when requested, will result in legal action against the student. Legal action will include legal letters, debt recovery action by debt collectors and or police action. Failure to respond appropriately will also result in retail cost of the course material, legal fee, Court costs and administration fees.

The Student Course Material & Electronic Device Agreement

*This Policy must also be read in conjunction with *The Student Course Material & Electronic Device Agreement*.