



## **Limited Resources Support (LRS) and Third Party Authority Consent Form**

- 1. Permission to apply indicator for additional support**
- 2. Consent to collect personal information**
- 3. Declarations**

### **1. Indicator for Additional Support**

This document permits USQ to apply an internal indicator to your enrolment record noting you are currently an incarcerated student and as such may have limited or no access to internet resources and hence require additional support.

To ensure USQ is better able to provide you with course and study material and other support via means that recognise your particular circumstances, we need to be able to identify you within our Systems. Therefore you should sign the consent below giving permission for an indicator to be applied to your enrolment record.

### **2. Personal Information**

As a student, you should note that USQ collects personal information to assist the University in providing admission and enrolment services, tertiary education and associated functions pursuant to the USQ Act 1998. USQ collects this information in accordance with the Commonwealth Higher Education Funding Act 1988 and the Higher Education Support Act 2003. Where relevant USQ may give all or some of this information to:

- Your nominated representative at the institution where you are now (or may be at any time in the future) incarcerated;
- Any other third party specifically nominated by you;
- Other education providers to administer any cross-institutional enrolments;
- Commonwealth and state government departments, agencies or their authorised agents or contracted service providers, in particular the Department of Education for the purpose of assessing your entitlement to Commonwealth assistance. The Department of Education will store this information in the Higher Education Information Management System and may disclose it to the Australian Tax Office;
- Government Departments to enable surveys concerning your education to be undertaken;
- Other students enrolled in the same courses as you or as may be required by a Faculty to facilitate USQ's provision of tertiary education services to you and other students in the future

Because of your particular circumstances, and to be able to provide you with course and study material and other support, it is necessary that we communicate with the nominated representative at the institution where you are incarcerated or alternatively with another third party who you may specifically nominate. Could you please indicate below whether you wish the Correctional Centre representative or a named other individual to be the person, during your enrolment at USQ, to whom communications and disclosure of your personal information may be made.

Other than as set out above, your personal information will not be disclosed to third parties without your consent or unless required or authorised by law.



Your signature below constitutes consent to the disclosures set out above and to the transfer of your personal information outside of Australia and communication via any available electronic means.

You have the right to access your personal information and if you wish to inquire about the handling or seek access to your personal information you can contact the USQ Privacy Officer ([privacy@usq.edu.au](mailto:privacy@usq.edu.au)).

### 3. Declarations

Also in order to complete your admission and enrolment, you must agree and consent to the following **declarations**:

- 1. I agree to comply with the statutes, regulations and policies of the University of Southern Queensland (USQ.)*
- 2. The information supplied by me or on my behalf, for admission and enrolment at USQ is accurate and complete.*
- 3. I understand that if inaccurate or incomplete information is supplied for this application, USQ may cancel my offer and any subsequent enrolment.*
- 4. I understand that I am responsible for providing all necessary documentation as evidence of my qualifications, studies and relevant experience.*
- 5. I give permission for any person or entity, government authority, educational institution, employer or previous employer to provide any information concerning my admission/enrolment and study programs to USQ that USQ requests.*

### 4. Consent

It is a condition of your current enrolment and any future enrolment that we receive your consent to the following:

1. Permission for an indicator to be applied to your enrolment as detailed above noting you have an obligation to keep USQ advised of your current address and date of cessation of incarceration so the indicator can be removed as appropriate;
2. Consent for your personal information to be disclosed to:

**Correctional Centre:** \_\_\_\_\_

**Correctional Centre Representative**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Correctional Centre Representative**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Correctional Centre Representative**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



3. Your agreement to the declarations listed above; and
4. USQ having the sole right to appoint supervisors of its choice to supervise your examinations.

By signature below the undersigned has consented to the above items 1 through 4.

*Print Name:* \_\_\_\_\_  
*Date of Birth:* \_\_\_\_\_  
*Program:* \_\_\_\_\_  
*Student ID ( if applicable):* \_\_\_\_\_  
*Signature:* \_\_\_\_\_  
*Date:* \_\_\_\_\_

**NOTE:** In accordance with USQ's [Student Authority to Act Schedule](#), Authority to Act of correctional centre Authorised Representative/s will remain in place for incarcerated Students until the period of incarceration ceases.

If you wish to nominate a person or entity to be acknowledged as having an Authority to Act on your behalf after your period of incarceration, you and your nominated party must complete the [Student Authority to Act form](#) clearly stating the matters for which the Student Authority to Act is granted and the duration of the authority, as specified in USQ's [Student Authority to Act Procedure](#).