

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

1. **Permission to apply indicator to enrolment record for additional support**
2. **Consent to collect personal information**
3. **Permission to apply or search for a USI on behalf of a student**
4. **Declarations**

1. Indicator for Additional Support

This document permits UniSQ 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 UniSQ 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 UniSQ collects personal information to assist the University in providing admission and enrolment services, tertiary education and associated functions pursuant to the USQ Act 1998. UniSQ collects this information in accordance with the Commonwealth Higher Education Funding Act 1988 and the Higher Education Support Act 2003. Where relevant UniSQ 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 UniSQ'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 UniSQ, 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 UniSQ Privacy Officer (privacy@usq.edu.au).

3. Permission to apply or search for a USI on behalf of a student

All higher education students will need to have a Unique Student Identifier (USI) if they expect to receive their award. This includes all students who started before 2021, as well as all international onshore students. Incarcerated students are required to complete the following [Incarcerated student EOI](#) form upon application.

UniSQ is collecting your personal information as provided on this form, and as contained in the Incarcerated student EOI form, for the purpose of verifying your USI to Department of Education. Verification may include searching for an existing USI or, if no USI can be located, creating a USI for you on your behalf. We are required to collect and hold this information as per the [Student Identifiers Act 2014](#) & [Higher Education Support Act 2003 \(HESA\)](#) requirements.

Your personal information will only be accessed by authorised individuals including UniSQ staff members responsible for coordinating admissions and enrolments and will be disclosed to third parties outside of the University including the Australian Tax Office (ATO) and Office of the Student Identifiers Registrar within the Commonwealth Government. UniSQ will not otherwise use or disclose your personal information except where permitted or required by law, or where UniSQ has obtained your consent.

UniSQ's Privacy Policy and Procedure contain information about how you may access or correct the personal information we hold about you, and how you can make a privacy complaint, and the University will deal with such complaints in accordance with its applicable policies and procedures.

For more information about how we use, disclose and handle your personal information please consult our Privacy Policy and Procedure. For more information about how personal information is managed, or to raise a privacy concern, please contact rti-privacy@unisq.edu.au.

4. Declarations

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

- *I agree to comply with the statutes, regulations and policies of the University of Southern Queensland (UniSQ.)*
- *The information supplied by me or on my behalf, for admission and enrolment at UniSQ is accurate and complete.*
- *I understand that if inaccurate or incomplete information is supplied for this application, UniSQ may cancel my offer and any subsequent enrolment.*
- *I understand that I am responsible for providing all necessary documentation as evidence of my qualifications, studies and relevant experience.*
 - *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 UniSQ that UniSQ requests.*

5. Consent

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

1. Permission for an indicator to be applied to your enrolment as detailed above, noting you have an obligation to keep UniSQ 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 Education Information
Centre Name:
Email address:

Correctional Centre Representatives
Name:
Email:
Phone:
Name:
Email:
Phone:
Name:
Email:
Phone:
Name:
Email:
Phone:
Name:
Email:
Phone:
Name:
Email:
Phone:

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

By signing 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 UniSQ'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 UniSQ's [Student Authority to Act Procedure](#).