APPENDIX 8

Application for After Hours Access to the Learner Support Centre for TVET Students

Year

Name of Institute

Name of Campus

Opening Hours

<table>
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<tr>
<th>Hours/Days</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Opening time</td>
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<td>Closing time</td>
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Conditions of entry

The Learner Support Centre is available to students of this Institute for course related study only. Students are responsible for maintaining a clean and quiet study environment at all times. This includes:

- respecting the rights of others studying in the Learner Support Centre
- keeping discussion at a level that does not disturb others
- removing any rubbish from the study centre and leaving the workstations and tables clean
- ensuring doors are kept locked when entering and leaving the centre
- reporting any incident of vandalism or theft to Security as early as possible. Emergency contact numbers are displayed in the room

Information for Student and Parent/Caregiver

The Learner Support Centre operates for personal course study and does not have tutorial assistance or adult supervision at any time. Security patrols operate after hours in accordance with Campus procedures. Whilst accessing the Learner Support Centre TVET students, under the age of 18 years, remain the responsibility of the parent/caregiver.

I would like to apply for after hours access to the Learner Support Centre

Student Name

Student Number

Course name

Reasons for requesting access after normal library opening hours:

__________________________________________________________

I have read and agree to abide by the above conditions of entry. I am aware that video camera surveillance is in operation and give my permission for the recording to be viewed for security purposes. I understand that entry to the Centre is for the purposes of personal course study only and the electronic access card may not be used to allow entry to the Centre of other students or members of the public. Breach of these conditions may result in restriction of access to the Learner Support Centre or other action according to the relevant TAFE Student Discipline Code. I acknowledge that the Learner Support Centre is not supervised.

Student Signature

Date

Parent/caregiver Name

Signature

Date

Head Teacher or Course Coordinator

I verify that the above student is enrolled in ____________________________ (Name of Course) this semester and has a legitimate need to access the Learner Support Centre outside library hours for course related work.

Name

Signature

Date

A copy of this form must be retained by the Head Teacher or Course Coordinator