

When you submit your application form and pay your fees you make an agreement with Excelerate Discipleship Training that you will follow Excelerate Discipleship Training policies and procedures. The following outlines your rights and responsibilities as an enrolled student:

I will:

Treat all staff, students and the general public with respect, fairness and courtesy.

Be punctual and regular in my attendance.

Submit my assessment tasks by the due date or ask for an extension of time.

Contribute freely and equally to any group assessments which receive a group mark.

Return or renew my library books by the due date.

Use protective equipment where required and follow all workplace health and safety (WHS) instructions.

Respect (not damage, steal, modify, misuse, waste or pollute) the property of others including the Excelerate Discipleship Training assets.

Report any workplace health, safety or environmental incidents to my teacher immediately.

I will not:

Plagiarise, collude or cheat in any assessment event or examination.

Use any social media such as Facebook, Twitter or Instagram, mobile phones, pagers or similar devices for personal reasons in class or exams.

Use cameras or recording devices, including mobile phones, without the consent of the person being photographed or recorded.

Be under the influence of alcohol or illegal drugs in the learning environment.

Engage in behaviour which may offend, embarrass, threaten or harm other students, staff or the general public – including SMS messaging or any form of bullying.

I have the right to:

Be treated fairly and with respect by teachers, other staff and students.

Learn in an environment free of discrimination and harassment.

Pursue my educational goals in a supportive and stimulating learning environment.

Have my Excelerate Discipleship Training records and personal information stored and maintained in a confidential, secure and professional manner.

Receive information about assessment procedures and my progress in the course in a timely and professional manner.