

Informed Consent Policy

Students are asked to read and consent to the following terms as part of the application for enrolment process.

Authorise ALC to collect information

- All enrolment information is purely for the purposes of administering student and future student applications and enrolments, and the provision of educational services.
- Any results from any educational institution attended, if required for verification.

Authorise ALC to provide information

- Personal information to government or education authorities where ALC is required to do so under Australian Commonwealth or State legislation

Indicate understanding of use of specific information

- any personal information collected is confidential and will not be disclosed to third parties [other than educational institutions where the student has studied or will study, accreditation authorities and other government bodies] without the consent of the student, unless authorised or required by law
- confidential information collected in the application for enrolment form is for the purpose of assessing a student's entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number [CHESSN] where applicable. ALC discloses this information to the Department of Education, Employment and Workplace Relations [DEEWR] for student data statistical reporting. DEEWR may also disclose relevant information to the Australian Tax Office [ATO].

Indicate approval to receive information electronically

- Acceptance of receipt of all information electronically unless alternative communication arrangements have been advised to ALC.
- Agreement to access and check, on a regular basis, the preferred ALC student email account as well as the ALC student management system [ParadigmEMS] at www.alc.edu.au/ems/