

Student Policies

Avondale support for students

Access to Student Support Services is via an Identification (ID) card. ID cards are issued to students after registration, and provide access to the library, electronic databases, cafeteria and sporting facilities. This card remains the property of Avondale and a replacement charge will apply if the card is lost, damaged or destroyed.

Academic counselling is provided by Deans of Faculties, Course Convenors, the Academic Registrar, lecturers and supervisors.

Accommodation is available for single men, single women, and married students. On-campus accommodation is situated in close proximity to study venues, is economic, provides more study time and contributes significantly to the cohesion of the student body. *Watson Hall* accommodates 153 men in rooms for one or two. *André Hall* accommodates 81 women in rooms for one or two. *Ella Boyd Hall* accommodates 154 women in single rooms. Plans are in process for extensions to *Watson Hall* and *André Hall*.

Specific guidelines have been established to ensure that residential life provides an optimal living environment.

Collegewiew Married Student Village comprises 36 non-furnished two-bedroom units, with carport and storage area. The Director of Student Services Office liaises with a local real estate agent in matters relating to the allocation and rental of these units.

Banking services. Two EFTPOS machines are available on the Lake Macquarie campus.

Basic First Aid is provided on campus in each of the residences and Avondale staff liaise closely with staff at local medical centres.

Dignity and respect for all. Avondale purposes to provide an environment of dignity and respect for all students, staff and visitors. It is the responsibility of each one of us to contribute in positive and constructive ways. If you have had a negative experience and would like to talk with someone, we have trained Grievance Officers who are very happy to listen and suggest ways to address your situation.

Food services for Avondale are provided in a cafeteria complex. Vegetarian foods only are prepared and served. Residential students are allocated a meal allowance. Non-residential students and guests may purchase individual meals on a cash basis.

Careers information is available from the Student Services Office and within each faculty.

Financial information and advice are provided by the Student Finance Office.

Medical, ambulance and hospital insurance. All students are required to have adequate medical insurance plus ambulance cover. In the event of a serious illness or accident students will be responsible for any medical, hospital, and/or ambulance costs.

All students (with the exception of overseas students, whom the Academic Office will enrol with Medibank Private before they arrive in Australia*), must be registered with Medicare, and apply for Medicare cards independent of their parents. Students may apply to Centrelink for a Health Care Card that provides pharmaceutical and some dental and optical benefits (income limits apply).

**For the purpose of medical insurance, "overseas students" refer to those students from countries other than Australia and New Zealand, as well as New Zealand citizens who do not have permanent resident status in Australia.*

Orientation/registration programs for new students operate prior to the commencement of the winter school in June/July.

Personal counselling is available from a qualified counsellor and also from the Residence Directors.

Postal services are provided at the Avondale Bookshop. A post box is provided for outgoing mail; incoming mail is distributed to student mail boxes.

Recreation facilities include the student centre, a health and fitness centre, squash courts, basketball courts, volley ball courts, netball courts, badminton courts, a gymnasium, heated outdoor swimming pool, tennis courts and playing fields. The adjoining creek and nearby Lake Macquarie provide aquatic recreation. Various sporting clubs operate to facilitate recreational activities.

Only non-marking rubber-soled shoes may be used in the auditorium except for special occasions. No shoes with heels smaller than a two-dollar coin will be permitted in the auditorium at any time. No food or drink will be allowed in the auditorium unless otherwise announced.

Avondale pool is available to students and to all staff and their families free of charge. A charge applies to any invited guests and other patrons/visitors.

Spiritual counselling is available from chaplains, residence directors, student residence assistants and lecturers.

A **student centre** is equipped with lounges, television, a games room and a canteen selling lunches, drinks and other light refreshments.

Study support is available to students requiring help with English language, essay writing, numeracy and other study skills. Tutorial support can also be arranged in specific academic subjects. International students should contact the Director of Student Services.

Textbooks, stationery, and some personal items are available for purchase from the Bookshop.

Transport is provided by two service vehicles that are used to transport students to medical and dental appointments, local shopping centres, the local railway station, and such other appointments as may meet the approval of the Director of Student Services.

Worship facilities include residence chapels, Avondale Church, and several nearby off-campus churches.

Anti-bullying and harassment

This is an abridged version of Avondale's Anti-bullying and Harassment policy. The full version is located on the Avondale website.

We do not allow bullying or harassment at Avondale

We do not allow any type of bullying or harassment in anything to do with our work/learning environment. Please note that the work/learning environment includes all areas for such activities on each of the institution's campuses (including recreational and residential facilities) as well as activities that occur on field trips and during learning practicums. Everyone who works for, studies with or visits Avondale has the right to an environment that has no bullying and harassment. We may discipline and/or dismiss any employee or student found guilty of bullying or harassment.

Airport pick-up

International students are entitled to one pick-up on arrival and one departure shuttle to and from the Sydney International Airport per year. The cost for this service is included in the Facility Fee payment. Students from New Zealand, Pacific Islands and interstate Australia may request a pick-up from the Sydney airports, but an amount of \$200 will be charged to the student's account for the service. The Facility Fee does not include this service for these students.

Code of conduct

Avondale is concerned with educating the whole person for happy and effective living as an integral part of a curriculum based on the philosophy of Seventh-day Adventist education. A conscious effort is made to maintain standards of conduct which reflect the spiritual heritage of Seventh-day Adventists. Avondale also seeks to maintain social standards comparable with those upheld by the Seventh-day Adventist Church. Avondale interprets the presence of the student on campus as evidence that the student has chosen Avondale because of the way of life it espouses. Admission is a privilege that entails acceptance of individual responsibility for honour, integrity, and self-discipline.

Computer use

The computing facilities of Avondale are a valuable shared resource. It is expected that students will use these computers primarily for academic purposes, respecting the principles and values of Avondale and the rights and work of others who use the systems. This policy lists the general conditions that students must agree to abide by in the interests of all parties.

- 1 Avondale computers are a shared facility, and students should respect the needs of others.
 - The computer laboratories are primarily for the use of those students who have classes that directly involve the use of computers. While others may use the computers in these rooms, subject to availability, they must respect the needs of those who require them directly for classes.
 - Students must respect the right of lecturers to have exclusive use of the laboratories during their classes.
- 2 Students are expected to take good care of all Avondale equipment, and will be charged for damage.
- 3 Files on local hard drives are not secure and are not backed up; files stored on the network are backed up. Hence all user files should be stored on network servers, where regular backup is provided (but please note the disclaimer below).
- 4 Each student is given a server storage quota for storage of their files. While Avondale will provide automatic backup for files stored on the server, it is the student's responsibility to maintain the files in that storage area. Avondale is not responsible for any files on the hard drive of machines accessible to other users. If you are working on a file that exceeds your available quota, please contact the IT Services Department to request alternative file storage.
- 5 If you find files on a local hard drive that are not your own, please do not copy or delete them.
- 6 There are severe penalties for copying work from other students and presenting it as your own.
- 7 Students must respect the requests of laboratory supervisors. The supervisors ensure the security of the laboratories and provide short-term assistance to those who require it.
- 8 No food or drink is to be consumed in the laboratories, or any other area where computing facilities are provided. 'Computing facilities' will be interpreted to mean all computing laboratories, the computing centre, the library computing facilities, computer rooms in the halls of residence, and any other areas which may be identified for the purpose of computing.
- 9 All Avondale user machines are set up with a similar configuration by the IT Services Department. Students are not to change this configuration or attach peripherals to Avondale computers.
- 10 Only software purchased by and licensed to Avondale is to be installed on Avondale computers, and software is not to be installed on these computers by students.

- 11 All students at Avondale are allocated a computer account. You are responsible for the use of your account, including logging off at the end of a session. Logging on to more than one computer at the same time is not permitted. You are responsible to ensure that you are the only person to access any computing facilities with your account. Students who attempt to break the security of the system or otherwise gain access to resources or accounts that they are not authorised to use will be subject to disciplinary action. Do not share your password with anyone or attempt to learn the password of anyone else. If you suspect that your password has been compromised, you must contact the IT Services Department immediately to have it changed.
- 12 Children are not permitted in any area where computing facilities are provided.
- 13 Avondale computing facilities are not to be used for conducting personal business

Library computing equipment

Students are required to sign the following agreement to use the Avondale Library's computing facilities:

- 1 Recognising that some activities—not directly associated with research—cause inconvenience to other library users, you agree that you will not use the PCs for:
 - e-mail
 - chat sessions
 - games
 - permanently downloading files to the hard drive without removing them to some form of removable storage media
 - accessing sites that could be considered irrelevant to research activities
 - real-time audio or video for purposes other than authorised research
- 2 You are also signing that you:
 - recognise that the purpose of having Internet access in the library is to support the research needs of library users
 - will not alter the existing configuration of the PCs in any way, including screensavers, wallpaper and desktop layout
 - agree to notify library staff if you accidentally download files onto the hard drive, so that they can be removed
 - realise that breaches of the above conditions may mean that you will be suspended—temporarily or permanently—from using the Internet via the library PCs.

Computer usage on the Sydney campus

While the principles above are applicable to both the Sydney and Lake Macquarie campuses, Sydney campus computers connected to the Sydney Adventist Hospital network are subject to policies set by the Sydney Adventist Hospital.

Drug-free policy

Avondale is committed to providing an environment of learning that supports the fullest possible human development. Both campuses of Avondale maintain an alcohol-free, tobacco-free and drug-free environment. Students are expected to abstain from the possession, and/or use of alcohol, tobacco and illegal drugs, and from the abuse of prescription drugs. Avondale also upholds all laws which prohibit the possession, use, manufacture or distribution of controlled substances. The possession of paraphernalia and use of 'look alike' or designer drugs is also prohibited. Persons involved at any time in the promotion, manufacture and/or distribution of alcoholic drinks, tobacco or drugs referred to above will be excluded from Avondale. Further, violation of any laws regarding controlled substances will be reported to the proper authorities.

Help is available

You have the choice of voluntarily seeking assistance in being drug-free. You may talk to a staff member, Residence Director or Counsellor (top floor, Bethel Hall) with the assurance that they will do all they can to assist you. No disciplinary action will result if you make this first move, unless you are involved in the promotion, manufacture or distribution of these substances or are breaking the law.

Sanctions

If you do not voluntarily seek help and are found in violation of this policy, the following disciplinary actions may be taken:

- mandatory suspension from classes for a minimum of one day during which time you will be referred for assessment to determine appropriate rehabilitative procedures (at your expense)
- probation that prohibits off-campus leave (residential students)
- a mandatory educational program
- assignment to a peer-support student
- notification of your parent/guardian (if responsible for your fees)
- restitutionary payments
- expulsion

If permitted to remain at Avondale, you may also be required to sign a contract to remain drug-free during the rest of your time as a student at Avondale.

You have the choice to cooperate with these disciplinary actions and recommit yourself to adhering to the Drug-Free Policy or to leave Avondale. We want you to stay—but we want you to stay drug-free.

Understanding the disciplinary actions

1 *Assessment*

During your suspension, you will be referred to a counsellor. The assessment will determine whether you are a social or experimental user, you have a problematic

use pattern, or you are chemically dependent. The counsellor will discuss the recommendations with you and the referring staff member/s and/or the disciplinary body representative.

2 *Mandatory education experience*

The Educational Experience has been designed to provide you with an opportunity to learn more about the serious issues associated with drug and alcohol use. It consists of 8–10 hours of activities to:

- learn the hazards involved in casual use
- recognise what chemical dependency involves
- understand the relative risks and benefits of further casual use
- establish personal life goals

3 *Peer-support students*

A peer-support student will be assigned to provide encouragement and understanding to you in overcoming alcohol and/or drug use, including smoking. You will be invited to keep in regular contact with your peer-support student, and seek his/her assistance in remaining drug-free while you are a student at Avondale.

4 *Notification of parent/guardian*

If you are under 18 years of age, your parent/guardian will be notified of any Drug-Free Policy infringements.

5 *Restitutory payments and/or monetary fines*

An amount of money may be required by Avondale if you have damaged any property while under the influence of drugs or alcohol. A monetary fine may also be placed against your student account because you have chosen to disregard the Drug-Free Policy.

6 *Expulsion*

If the Avondale Discipline Committee so chooses, you may be required to leave Avondale. You will not be allowed back on campus at any time without specific permission from Avondale Administration.

It is the Law

You should know that in addition to Avondale's Drug-Free Policy, there are legal prohibitions on drug use. New South Wales law prohibits the possession, use, distribution, manufacture or sale of controlled substances. Possession and use of narcotics, marijuana, or hallucinogens may lead to penalties of 6–12 months jail and/or a \$500–\$2000 fine. Possession of narcotics, depressants, and stimulants and the sale of narcotics, marijuana, hallucinogens, depressants, and stimulants are punishable by prison terms and fines vary with the quantity involved.

If there is evidence to support an allegation that you are selling or using illegal drugs, illegal prescriptions, or drug paraphernalia, or engaging in any other illegal drug activity, the police will be notified and furnished with whatever evidence may be known. Your parents/guardians will be notified if you are under 18 years of age.

For confidential information

The following services can provide additional information and assistance to help you in staying drug-free.

Emergency	000
Drug Intelligence Reporting Centre	1800 813 784
Alcohol and Drug Counselling and Referral (24 hours)	4924 6248
Wesley Newcastle Youth Service Youthline	4962 2188
Alcoholics Anonymous Help-line	4962 3844
Alcohol and Drug Information Service	1800 422 599
Rainbow Project Youth Addiction	4969 8066

Grievance and appeals

Avondale seeks to create and maintain a healthy and enjoyable study environment and one that will enhance personal development. In instances where grievances occur, it is our desire and aim to resolve them amicably, promptly and in a manner that is both fair and equitable to all concerned. Complaints or appeals made by students should be made responsibly, with regard to the rights of all, and all parties should endeavour to resolve grievances in an informal and mutually respectful manner in the first instance. However, where necessary, a process for resolving student grievances and appeals is located on the Avondale website. Avondale has processes in place for resolving grievances and appeals on academic matters, non-academic matters, prospective student matters, and for reviewing appeals decisions.

Internet and e-mail use policy

Avondale

- 1 will cooperate fully with any state, federal or international legal agency in the event that Avondale's Internet facilities are used for illegal activities.
- 2 does not condone harassment of any sort via Avondale's Internet facilities and will take action against perpetrators (see Harassment Policy).
- 3 has final authority on use of the network and related connections/equipment.
- 4 reserves the right to restrict access to parts of the Internet that it deems inappropriate.
- 5 reserves the right to examine all data stored on the machines connected to the Internet and any associated account to ensure that all clients are complying with Avondale's Internet Usage policy.
- 6 does not guarantee the reliability of the link between the Internet and Avondale, and is not responsible for the corruption of data.
- 7 does not guarantee privacy of information/materials sent via the Internet.
- 8 takes no responsibility for any information or materials transferred through the Internet. Avondale will not be liable for any actions of any person using Avondale's Internet facilities.
- 9 may occasionally require new registration of student computer account information.

Students

- 1 take full responsibility for their Internet accounts. See point 8 above.
- 2 will take all reasonable steps to ensure that any and all information/materials are correct to the best of their knowledge.
- 3 will not use Avondale's Internet or e-mail facilities to send or access offensive, obscene, harassing, illegal, discriminatory, defamatory or derogatory information.
- 4 will recognise that the Internet provides access to a global community. Hence when communicating with others (eg via e-mail), proper conduct and courtesy should be employed. By using Avondale's Internet connection students are representing Avondale in a global community.
- 5 are responsible for adhering to all state, federal and international laws governing the Internet and materials/information transmitted via the Internet. Such laws include intellectual property, moral rights and privacy legislation. Students should be aware that such actions as copying, storing, transmitting and incorrectly attributing or not attributing material are subject to legislation.
- 6 will report any information/material relating to, or in support of, illegal activities to the Director, Information Technology Services.
- 7 will not use Avondale's facilities or equipment to conduct private or personal business.
- 8 will not use Avondale Library computing facilities for any purpose other than as a direct aid to academic-related activities. Because of the potential disturbance that may occur, audio and video activities are not permitted on the Library computers.
- 9 will not participate in Internet chat sessions or on-line gaming.
- 10 will not use Avondale Library's computing facilities for e-mail.
- 11 will understand that electronic mail (e-mail) via the Internet is not guaranteed to be private.
- 12 will not allow friends or family members to access Avondale's computing facilities.
- 13 will realise that violations of this policy may result in suspension or revocation of network privileges and may be subject to other disciplinary measures in accordance with Avondale's policies and procedures.

Motor vehicles policy

Avondale allows students to operate a vehicle at Avondale under the following guidelines:

Motor vehicles

- 1 All students must register the vehicle with the Financial and Business Services Centre within 24 hours of bringing the vehicle onto the campus, whether the student owns the vehicle, has it on loan, or otherwise has control of it. All vehicles must have current Roads and Traffic Authority

registration, Compulsory Third Party (CTP) and Third Party Property Insurance. Traffic infringements will incur financial or other penalties.

- 2 Only one vehicle per student is permitted to be kept on campus. It must be registered and roadworthy. No unregistered vehicles are to be kept on campus.
- 3 The owner must produce a certificate of insurance, or third party property when registering the vehicle with Avondale.
- 4 The owner must possess a current driver's licence. (NB New South Wales law requires that students have a New South Wales driver's licence and that vehicles be registered in New South Wales.)
- 5 Students must park in the appropriate parking areas as designated by Avondale Administration, or advised in Avondale publications. Campus parking signs/indicators (colour-coded) need to be strictly observed.
- 6 Students are advised not to lend their vehicles to others.
- 7 Avondale accepts no responsibility or liability for loss or damage to students' vehicles or their contents while on the campus.
- 8 Vehicles must be driven on campus in accordance with all road signs, and must not be driven or parked on lawns.

Motor cycles

Regulations governing the use of motor cycles are similar to the general regulations for motor vehicles. In addition the following items need to be noted:

- 1 Only one motor cycle may be kept at Avondale and must be registered with Avondale even if only in storage.
- 2 While on campus noise must be kept to a minimum, especially around residence halls.
- 3 No motor cycle may be parked on campus other than in the places provided.

Penalties and fines

All students (residential and day) are reminded that any failure to follow the guidelines for vehicle use may result in a fine, and/or the withdrawal of vehicle privileges.

The following fines operate on campus:

- parking fines
- speeding or dangerous driving
- failure to register the vehicle (car or motor cycle) with Avondale within 24 hours of bringing it on to campus.

Fines will be charged directly to student accounts. Any student who incurs repetitive fines risks the withdrawal of vehicle privileges, and possible deregistration.

Notice boards

Notice boards in various campus buildings come under the jurisdiction of each of the faculties concerned. Please obtain permission from the faculty before placing any notices.

The notice board outside the Library is particularly for student use. It is controlled by the Director of Student Services.

Occupational Health and Safety

Avondale Council, Administration and all levels of management are committed to providing a healthy and safe work environment for the employees, students and visitors to campus.

In compliance with the requirements of the NSW Occupational Health and Safety Act 2000 and other associated legislation, Avondale aims to prevent injuries and work-related ill health by continuing to develop and update written policies and procedures in consultation with staff, and to implement these in the workplace.

Privacy

Avondale is committed to safeguarding personal information in accordance with the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

Avondale collects information necessary to enable it to:

- provide services to its students and to people enquiring about study at Avondale
- process applications for enrolment
- maintain appropriate academic and financial records
- assist prospective graduates to find employment
- maintain contact with past students
- provide statistical and other information required by government.

We do not collect sensitive information if the individual has not consented to its collection (unless we are required or permitted to do so by law).

Disclosure of personal information

We do not disclose personal information to third parties without the owner's consent, unless required or permitted by law.

We may be required by law to disclose some personal information to Australian government organisations and to the Fund Manager of the ESOS Assurance Fund.

Personal information may be disclosed for the prevention, detection or investigation of criminal or proscribed conduct, or in certain circumstances in the interest of public health or public safety.

We are required by law to inform the Australian Department of Immigration and Multicultural Affairs (DIMA) if an overseas student visa holder

- changes the course of study for which he/she is enrolled
- changes the duration of his/her course of study
- breaches a student visa condition relating to attendance or satisfactory academic performance.

It may sometimes be necessary for Avondale to provide personal information to others with whom it conducts business; for example professional advisers (auditors, lawyers), insurers, printers.

Right of access

You have the right to access your personal information (subject to some exceptions allowed by law), and to have it corrected if necessary.

Accuracy

Avondale takes reasonable precautions to ensure that the personal information we collect is accurate, complete and up-to-date. It is important that students keep Avondale up-to-date with changes to their personal information, such as name and contact details.

Security

Avondale takes reasonable steps to protect personal information from unauthorised access, modification or disclosure. Personal information is destroyed or permanently de-identified when no longer required.

Employment records

The employment records of employees of Avondale are not subject to the provisions of the Privacy Act.

Contact details

If you have any questions relating to information we hold about you, please contact

The Academic Registrar
 Avondale College of Higher Education
 PO Box 19
 COORANBONG NSW 2265
 Australia
 Telephone: (02) 4980 2125; Fax: (02) 4980 2124

Security and safety

Maintaining a safe and secure environment is an important Avondale objective. Student assistance in this is valued.

Students are requested to note the following:

- 1 Avondale employs several security officers who care for general security. Their tasks include patrolling the campus, ensuring buildings are secure, monitoring the entry and exit of personnel on to the campus, ensuring persons contacted after hours have legitimate reasons to be on campus, and caring for vehicle safety and parking on campus, including the allocation of fines for parking infringements. Students are expected to assist and support security staff in their duties, and must provide their name and their ID card to the security staff on request.
- 2 Buildings, facilities, and fittings are to be cared for in an appropriate manner, and staff are to be notified of any breakages or damages. Students are to refrain from using any fire protection equipment for any purpose other than extinguishing a fire in the absence of a fire protection officer. Students are also to refrain from using substances or equipment that constitute a high fire risk, such as candles, fuel lamps, inflammable liquids, or open bar-heaters.

- 3 Avondale keys remain the property of Avondale, and any keys provided to students must be returned at either the mid semester break or end of the year, the time of leaving Avondale, or as requested by staff. Students should not borrow, lend or use other students' keys. It is against Avondale policy for a student to have any key copied under any circumstances, or to enter another person's room, or any Avondale building or room, by the misuse of keys such as jiggling the key, using an illegal copy of a key, or using a master key without permission. Similar terms and conditions apply to Access Cards for residential students.
- 4 Students are requested to take care in recreational and class pursuits, and if any accident or injury occurs, offer appropriate assistance, and call Residence Directors or staff members if further assistance is necessary. All students are encouraged to have adequate medical insurance plus ambulance cover. In the event of a serious illness or accident students will be responsible for any medical, hospital, and/or ambulance costs.
- 5 Avondale will notify parents/guardians of students under 18 years of age who have any serious illness or accident.
- 6 Students are not to possess or use firearms or fire-works on Avondale property.
- 7 Residential students need to note that Avondale does not hold insurance cover for students' belongings. Students are encouraged to take out private contents cover for their own personal belongings through an insurance company of their choice.

Students with disabilities

Avondale is committed to providing equal opportunity for all students and appreciates and values diversity. Avondale supports the right of people with disabilities to access and participate in higher education.

This policy statement is based on the principles contained within the Australian Vice-Chancellors' Committee (AVCC) Guidelines Relating to Students with Disabilities (December 2006) issued by the Commonwealth Government. The policy outlines Avondale's approach to ensuring that as far as circumstances reasonably allow, there is no discrimination against a person on the grounds of that person's disability. A full copy of this policy is located on the Avondale website.

Services and assistance

Avondale has an appointed Disabilities Services Officer associated with the office of Student Services. The current Disabilities Services Officer is the secretary to the Equity Officer.

Prospective and current students with a disability are encouraged to notify Avondale at an early stage of specific requirements they may have so that Avondale can attempt to plan for any special support required. This can be done by:

- a declaration on the enrolment form, and/or
- submitting an 'Application of special services due to disability' form, and/or
- contacting the Disabilities Services Officer—phone (02) 4980 2293.

Information provided in relation to a disability will be treated as confidential and revealed only with the student's permission. The student needs to be aware that it may be more difficult to make appropriate adjustments and special arrangements if the nature of a disability is kept private, particularly from personnel who need to know in order to implement required modifications and provisions to facilitate the student's learning.

Recruitment, admission and enrolment

Applicants with disabilities will be assessed under the same criteria as applies to other applicants, and are subject to meeting course entry requirements.

In line with AVCC (2006) guidelines, "when assessing the educational qualifications of an applicant with a disability for the purposes of considering whether they have met the admission criteria to the standard necessary to gain admission, the ... [College] may make an adjustment to an admission score to compensate for disadvantage experienced by the applicant in prior educational settings. In the consideration of a possible adjustment, the ... [College will] ... seek advice from appropriate health professionals and officers from the relevant school or other educational institution concerning the likely effect of the disability on the person's educational achievements".

"Where it is claimed on the basis of expert advice that a particular academic course is not available to a student because his/her disability has a particular functional implication, the matter must be examined by the most senior academic committee which should seek independent advice from other appropriate bodies" (AVCC, 2006).

Academic support

Avondale is committed to making reasonable modifications to academic programs to accommodate students with disabilities. However, in so doing it will not compromise the academic standard or any essential component of a program.

Where, because of disability, a student requires special provisions for learning and/or assessment (including examinations), application should be directed (on the form titled 'Application for special services due to disability') to the Dean through the Disabilities Services Officer. Applications must be supported by a statement of the nature and extent of the disability and documentation from an appropriate registered practitioner (eg doctor, physiotherapist, psychologist). Where the disability is permanent, documentation need only be provided on initial application for special provisions. Approval will be at the discretion of the Disabilities Services

Officer in consultation with the relevant Dean of Faculty (and Vice-President (Learning and Teaching) where it involves end of semester examinations).

Flexible approaches to learning and assessment are encouraged, where appropriate, to help meet the diverse needs of all students, not just those with disabilities. However, it is recognised that there are some specific activities and skills that are expected or required depending on the qualification being sought. In order to provide an environment that fosters learning, procedural variations and/or alternative assessment strategies are available to assist students with substantiated disabilities where required skills are not compromised.

Physical access

Avondale was established in 1897 and several buildings predate current disability access standards. As resources allow Avondale is modifying building access to cater to the needs of students with disabilities.

Where students with disabilities are registered on the disabilities data base, appropriate rooms will be timetabled to suit the students' needs. In the design of new buildings Avondale will ensure that there is conformity with appropriate Australian standards and that the level of access and the facilities required for students with disabilities is considered with expert advice being sought.

Language

Avondale will "promote the use of appropriate language in reference to disabilities and people with disabilities" and will make every effort to ensure that any College publications are "exemplary in this regard" (AVCC, 1996).

Grievances

If a student with disabilities has a grievance in relation to access or equity matters they are encouraged to use Avondale's grievance procedures, as appropriate, outlined in the 'Grievance and Appeals Resolution Policy', or 'Dealing With Harassment'.

Procedure for applying for special services due to a disability:

- The student (or prospective student) makes an appointment with the Disabilities Services Officer to discuss any special services or accommodations required and available. If the student is unable to meet directly with the Disabilities Services Officer, contact should be made by phone or e-mail.
- The student (or prospective student) completes and submits the 'Application for special services due to a disability' to the Disabilities Services Officer. Documentation from an appropriate registered practitioner (eg doctor, physiotherapist, psychologist) to substantiate the nature of the disability must be attached. Submission of this form registers the student with the Disabilities Services Office and allows the Officer to

proceed with helping the student (or prospective student) make appropriate arrangements.

- The Disabilities Services Officer assists the student (or prospective student) to identify options available to reduce the impact of his/her disability while at Avondale.
- Where special consideration is required in relation to learning and/or assessment procedures the Disabilities Services Officer arranges for the student (or prospective student) to have discussions with the relevant Dean of Faculty to determine the student's specific requirements. If the assessment procedures involve end of semester examinations the Vice-President (Learning and Teaching) and the Academic Registrar are to be involved in the discussions. Except in extenuating circumstances, applications for special arrangements in examinations, because of disability, are to be made prior to the publication of the examination timetable.
- Where it is determined that special learning and/or assessment procedures will be implemented for the student (or prospective student), they will be confirmed in writing by the relevant Dean of Faculty (or Academic Registrar for examination procedures) and copies sent to:
 - the student (or prospective student)
 - the relevant lecturer/s
 - the Disabilities Services Officer
 - the Records Officer/Examinations Officer

This written confirmation is to be received by the student no later than 10 working days of the application for special services being received by the Disabilities Services Officer.

- The relevant Dean of Faculty monitors the implementation of the special learning and/or assessment procedures to ensure they are consistent with what was approved.
- The Disabilities Services Officer arranges any other special services required by the student, due to the disability.
- Special requirements approved for a student with a disability are reviewed by the Disabilities Services Officer and the relevant Dean of Faculty at the conclusion of each semester.
- Where circumstances change for a student in respect to his/her disability the student (or next of kin) are to inform the Disabilities Services Officer of the change, in writing, as soon as possible to enable a review of the services provided to the student to occur.

Trading policy

The trading or soliciting of goods or services in Avondale is not permitted. Any variation to this rule must be approved by College Life Committee.