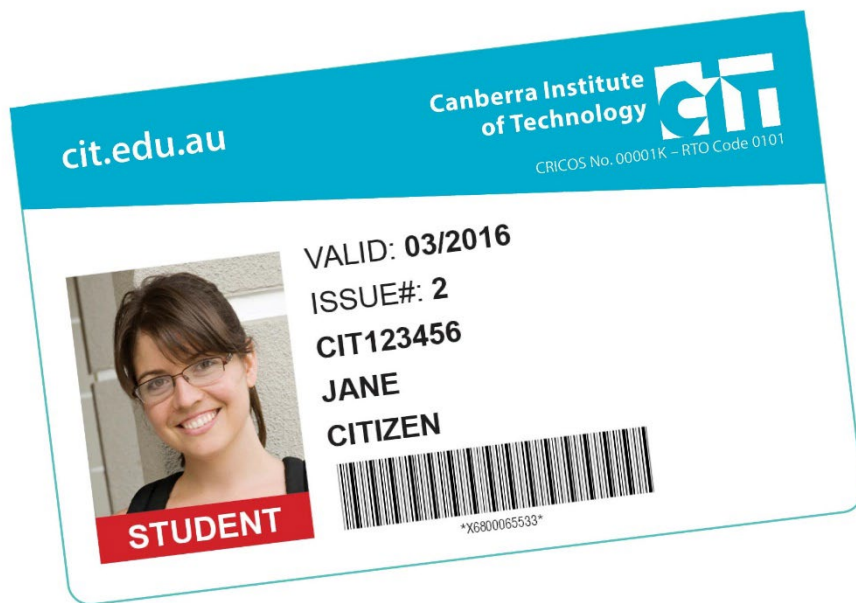




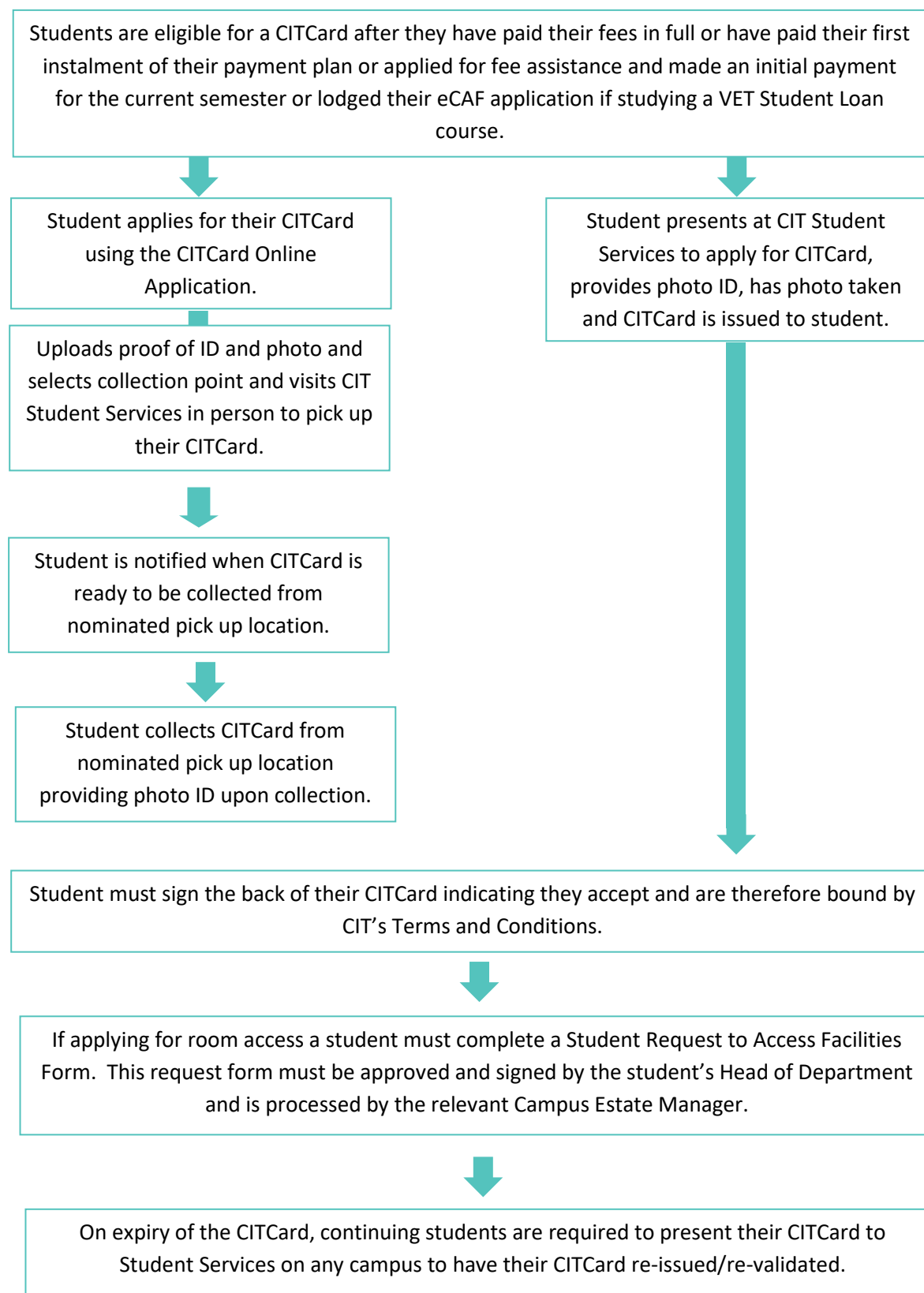
Canberra Institute
of Technology



CITCard

Student Terms and Conditions

CITCARD APPLICATION PROCEDURE FOR STUDENTS



1. Eligibility

Full-time and part-time CIT students who are:

- 1.1. Currently enrolled in a CIT course, registered into subjects and have paid their fees in full, or have paid the first instalment of their payment plan, or applied for fee assistance and made an initial payment for the current semester, or completed the eCAF if they are studying a VET Student Loan course and,
- 1.2. Have submitted an online application for a CITCard.

Students must present photo ID when collecting their CITCard from CIT Student Services, and are required to have met the 100 points identification check - see [Student ID Check Form](#).

2. Accepting the terms and conditions of the CITCard.

- 2.1. By signing and using the CITCard, you accept and are therefore bound by the Terms and Conditions.

3. Your responsibilities

- 3.1. You are solely responsible for all transactions or events initiated by the use of your CITCard whether the use is:
 - i. Authorised; or
 - ii. Unauthorised, except where:
 1. Such unauthorised use is due to gross negligence or wilful misconduct.
 2. You have reported your CITCard as lost or stolen in accordance with Clause 11 before the transactions or events initiated by the unauthorised use of your CITCard.
- 3.2. You must:
 - i. Always take reasonable precautions to prevent loss or unauthorised use of your CITCard.
 - ii. Immediately report lost, stolen, damaged or destroyed CITCards to CIT Student Services.
 - iii. Only use your CITCard in accordance with:
 1. These Terms and Conditions; and
 2. Any direction by CIT.
 - iv. Carry your CITCard at all times while you are at one of the CIT campuses and present your CITCard:
 1. To access library services and facilities;
 2. To enter secure CIT buildings;
 3. To take CIT examinations;
 4. For printing and photocopying;
 5. If requested by CIT staff; and
 6. For any other purpose that CIT requires from time to time.
 - v. Not allow your CITCard to be used by another person. You will be held responsible for any use of the CITCard by another person and for any services or access rights provided by CIT or other organisation that accepts the CITCard.
 - vi. Be aware of the disclaimer statement printed on the reverse of your CITCard.

4. You cannot transfer your CITCard

- 4.1. Your CITCard gives you certain privileges that you must not transfer (or cause to be transferred) to anyone else.

5. Your privacy

- 5.1. CIT respects your right to privacy and any personal information collected about you will be subject to regulation under the Information Privacy Act 2014 (ACT) and CIT's Privacy Policy- Territory Privacy Principles.

6. CITCard Support

- 6.1. CIT Student Services will assist you with any queries or problems you may have with your CITCard during business hours. Staff will assist you with using your CITCard for printing and photocopying in the library.

7. Faulty CITCards and data errors

- 7.1. You can report any fault/s with your CITCard to CIT Student Services and, if required, a replacement CITCard will be issued to you at no cost.
- 7.2. If you suspect that there is an error in student data printed on your card, you should contact CIT Student Services who will investigate the matter.

8. Term of the card

- 8.1. Student CITCards are valid up to 31 March of the following year, providing students have paid their fees in full, or have paid the first instalment of their payment plan, or applied for fee assistance and made an initial payment for the current semester, or lodged an eCAF application if studying for a VET Student Loan course.
- 8.2. Continuing students are eligible for revalidation of their CITCards for the same duration, ie up to March 31 of the following year, providing they have paid their fees as outlined in Clause 8.1.

9. Tampering with the card

- 9.1 You must not cause or allow any other person to reverse engineer, disassemble, tamper with or attempt to interfere with the proper operation of the CITCard.
- 9.2 Tampering with your CITCard may result in the card becoming inoperable. Malfunctioning cards will need to be returned to CIT Student Services. If tampering has occurred, you will be liable for a CITCard replacement fee.

10. Returning the CITCard

- 10.1. You must immediately return your CITCard to CIT Student Services if:
- Your affiliation with CIT ceases; or
 - CIT requests that you return your CITCard.

11. Lost, stolen or damaged CITCards

- 11.1. If your CITCard is lost or stolen you must immediately:
- contact the CIT library to suspend borrowing access of your card
 - contact CIT Estate Office and cancel card access to buildings and rooms.
 - contact CIT Student Services to arrange for a replacement card.
- 11.2. If lost, stolen or damaged, a fee will apply to have a new card issued unless approval to waive the fee has been approved by the Director, CIT Student Services.

12. Termination or suspension of services

- 12.1 CIT reserves the right (at its absolute discretion) to terminate or suspend (for any period) all or any of CIT services provided by and available to you in connection with your CITCard in accordance with CIT policies or procedures.

13. Warranties

- 13.1 Except for warranties that cannot lawfully be excluded, CIT makes no warranties in relation to the CITCard.

14. Liability

- 14.1. For liabilities in relation to the CITCard, CIT's liability is limited to replacing your CITCard.
- 14.2. CIT is not liable for any loss, cost or damage arising from:
- i. Any malfunction of the CITCard system;
 - ii. Any unauthorised transactions or access rights granted through your CITCard;
 - iii. The unavailability of any services or access rights associated with your CITCard.
- 14.3. CIT is not liable for any indirect or consequential losses incurred by you in relation to your CITCard.

15. Variations of Terms and Conditions

- 15.1. Circumstances may arise which require CIT to vary these conditions and it may do so at any time.
- 15.2. If CIT does change these conditions, you will be notified of the change via a CIT wide notification.

PROCEDURE FOR LOST, STOLEN, DAMAGED OR DEFECTIVE CITCARDS

