



Policy

It is a requirement of some courses that students have an electronic device to enable them to participate in classroom activities and complete your course. Your pre-enrolment information including your Letter of Offer and Student Agreement will inform you if you are required to bring your own device for your course. Please refer to your Letter of Offer and student Agreement for your specific course requirements.

If your course requires it, you need to bring your own device. Veritas Institute Australia does have portable laptops and workstations with fast internet connectivity but it may not suffice the need for all international students enrolled.

When bringing your device, it must meet the following requirements:

- Be charged with at least 7.5 hours of battery life
- Have access to Microsoft Office (Word/PPT) or equivalent to write assignments
- A PDF reader to open PDFs from online research tasks
- Access the internet to conduct basic research

There is no in-class charging available due to it causing a potential workplace safety issue, which may put you, your peers, teachers and staff at risk. Such hazards may include power cords not safely secured therefore causing a trip hazard, or too many devices using a power outlet or double adapters causing a power point overload. Veritas Institute Australia will provide common-area charging stations only, which will support a limited number of devices at any one time. This area must be kept clean and tidy by students and Veritas Institute Australia takes no responsibility for property left in this area. Please keep your device secure at all times. Your device is your responsibility and you must keep it safely and securely.

Procedure to loan a device

- Veritas Institute Australia can loan students portable laptops and workstations with fast internet connectivity but it may not suffice the need for all international students enrolled.
- You are required to request student service/reception staff personally to loan a device.
- Loaning devices is on a first come first service basis due to limited devices.
- You are required to contact reception before class timings to loan a device before classes begins.
- Students must pay a security deposit of \$100 to loan a device for the day.
- This security deposit is refundable, provided the device is returned in proper condition as it was initially loaned. Any damage to the device will be recovered from your security deposit and if damage amount exceeds the security deposit amount, the remainder will be charged to your total course cost. If the damage amount is less than the security deposit, the remainder will be refunded back to the student.
- All devices loaned are to be returned at the end of classes.
- Any data stored on the device will be erased. It is your responsibility to copy or email your data for your future use.
- Security deposit amount may change from time to time.