Country Universities Centre

MARANOA

STUDENT HANDBOOK

2022

WELCOME

On behalf of the Board of the Country Universities Centre Maranoa, it is my great pleasure to welcome you to the Centre.

At CUC Maranoa, we believe an aspiring student's future should not be determined by where he or she lives. The establishment of the Centre here in the Maranoa will allow local students to participate in tertiary education and achieve their educational aspirations from their home town.

As a local student, you will have free access to a high tech campus-like facility, academic and administrative support and the opportunity to create a network of like-minded students in our region.

The Centre has been established through financial support from the Commonwealth Government and our proud local Foundation Sponsors of Santos, Origin, the Maranoa Regional Council and Powerlink Queensland.

CUC Maranoa is here for you, the students of our region and I wish you all the best as you progress through your education and hope that CUC Maranoa attributes to your overall success.

Cameron .

Cameron O'Neil
Chair, CUC Maranoa Board of Directors

Bringing degrees to regional, rural and remote Australia.

Diversity

At CUC Maranoa we have a commitment to respecting and valuing student diversity, inclusion and wellbeing. By practising the principles of equity, diversity and inclusion we seek to create a vibrant and inclusive learning environment that allows ideas to flourish, people to be empowered and communities to grow.

Bringing degrees to regional, rural and remote Australia.

Student Services

Our Centre is a secure space where students can focus entirely on their studies. Students can connect with like-minded people and experience a campus-like environment while they study locally in the Maranoa. We are focused on assisting our students to settle into study, improve their academic skills and make sure they feel like they have the tools to succeed in their studies.

Access Hours

We recognise that our students often want the flexibility to help ensure that they can balance their study/life/work needs and commitments. Our Centre is staffed from 8:30 am to 5:00 pm each business day, and is open to registered students with swipe card access from 5 am to midnight, seven days a week.

"You don't have to be great to start,
but you have to start to be great"

Student Services

Quiet Study Spaces

Students come to our Centre because they want a quiet study space where they can focus solely on their studies without the interruptions they face at home. We have tailored our environment with students at the forefront of our thinking.

Our Centre has four key study areas:

- A dedicated quiet central study room with computers and space to bring personal devices to work on;
- Quiet offices for those who feel like a little extra solitude or want to work together in the offices with two desks;
- A breakout and training room, which can be used for seminars, tutorials, workshops, exams and group work;
- And space for student collaboration, including our kitchen, lounge and outdoor spaces.

"Let today be the start of your tomorrow"

Technology

Our Centre offers students access to high-speed internet (100 Mbps connection), printing and copying facilities, video conferencing facilities, desktop computers and BYO spaces.

Computers

Our computers have Deepfreeze software on them, meaning that upon resetting they return to default configuration and settings. This means that students are unable to safely save documents to the PC's. Students will be provided with a login to a personal online Microsoft account, which will allow them to save their work to their OneDrive cloud storage. If you require certain software to be downloaded onto a computer, please let your Centre Manager know.

To access the internet on your own device you will need to obtain a personalised login from your Centre Manager.

Please note that your browsing can be tracked from your login so only browse sites that are appropriate or your use of the internet and computers will cease.

"Develop a passion for learning, if you do you will never cease to grow"

Technology

Printing

Students will be provided with a printing credit of $30 per semester. If you need additional printing beyond this you will be able to pay for more. Students will be able to login to the printer by swiping their access card. When using their BYO devices, students will need to print via their USB.

Video-conferencing

Our breakout and training rooms are equipped with televisions with video-conferencing and zoom capabilities. Just let your Centre Manager know when you would like to book the use of these rooms.

"Education is the passport to your future"

Student Support

Academic Skills

Any registered student can receive support to improve their general academic skills. Student support may include workshops in referencing or essay writing and one-on-one support. If you are a student studying with our university partners, we have engaged local tutors to run face-to-face tutorials for specific courses. For students who are new to study, or returning from a long break, we offer additional support to settle in to study and become familiar with academic literacy and university processes.

"Start where you are. Use what you have. Do what you can"

Student Support

Wraparound Support

We believe that by providing our students with wraparound support, they have a better chance of succeeding in their studies. We assist both current and future students with the administrative tasks associated with study.

For future students, this can include finding which course or university may be the right fit for student aptitudes or career goals, understanding enabling pathway options, and assisting with enrolment processes. Our team also assists with understanding university processes such as HECS-HELP information and census dates. The language of university systems can be daunting for new students, or those returning after a long break, and we seek to break down these barriers to study by working with students to understand the processes and language of their university or course provider.

For current students, we assist with navigating university learning portals, connecting students with university support teams, including assistance in applying for extensions or special considerations when unforeseen circumstances arise, connections with progression teams, library services, and other student support options. Our team also assists students in finding and applying for scholarships.

Exams

Our centre offers professional exam invigilation services with qualified supervision and exam rooms. We also offer remote proctoring for the increasing number of online university exams.

"Believe in yourself and you are halfway there"

Student Success

Mental Health

Our centre staff are all mental health first aid trained, and offer wellbeing support for students from sitting down and having a coffee, through to referral to university or other support services. We can help you to manage your study workloads with other demands, and encourage open conversations about your health and wellbeing.

Wellbeing Programs

Wellbeing sessions are provided for academic and personal support, in areas such as stress management, resilience, managing expectations, dealing with anxiety, loss of control and effective study skills such as motivation and time management. Look out for our wellness sessions, such as our Wednesday wellness walks, Thursday tennis hit-outs and Barefoot Bowls!

"Successful and unsuccessful people do not vary greatly in their abilities. They vary in their desires to reach their potential"

Learning Skills Advisor (LSA)

Face-to-face Support
Book in our LSA

The role of the LSA is to assist students registered with the CUC to develop and refine the core academic skills necessary to succeed at university. On a practical level this is offered through:

- Individualised face to face academic skill development sessions; and
- academic skills workshops.

Are you struggling with or more importantly, could improve your:

- Academic writing (basic)
- Academic writing (advanced)
- Assignment planning
- Breaking down a question
- Digital Literacy
- Effective notetaking, summarising and paraphrasing
- Effective reading
- Exam preparation
- Referencing
- Research skills (basic)
- Settling into study
- Source analysis
- Structure (Essay/paragraph)
- Structure (report)
- Study planning/time management
- Wellbeing/personal
- Writing feedback
- Making connections
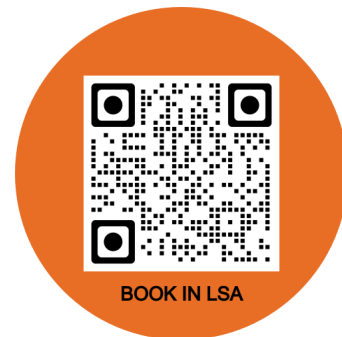
BOOK IN LSA

"Successful and unsuccessful people do not vary greatly in their abilities. They vary in their desires to reach their potential"

Our people

As I have spent the past four years studying my Bachelor of Secondary Education through USQ, I hope to bring an understanding of what it feels like to be an external, mature age uni student.

Before coming to Roma 5 years ago, I managed a 500,000-acre cattle property north of Cloncurry with my family. During the 10 years spent here, I experienced first-hand the difficulties in remote education, teaching my two children School of the Air and attempting multiple degrees.

It was when I moved to Roma that I embraced my goal of becoming a Secondary Maths teacher. While working through my studies, I have also managed to share my love of maths through tutoring many local students within the Roma region.

"I have absolutely loved studying later in life as I know who I am as a person and where my passions lie. The opportunity to help others, like myself, who strive to achieve a tertiary education without leaving the place they call home excites me greatly!"

Bec will be at the centre from 8:30 to 5 pm, Monday to Friday.
You can book in a time with Bec via
https://calendly.com/bec-coffey
Or call Bec on 0407 033 289

"The secret to getting ahead is getting started"

Our people

Learnings Skills Advisor

A message from Katherine Ballon

I was born and grew up in Roma, moving away for 6 years to complete my Secondary Schooling and Bachelor of Exercise Science and Graduate Diploma in Early Childhood Education. Having returned back to assist in the running of our family cattle property and now raising a family of my own, I am passionate about our local community and excited for the opportunity CUC Maranoa is providing students on their learning journey.

With the experience of being a student coming from this region, studying on campus, away from home, online and on placement in rural areas, I can appreciate the benefits and challenges these study modes can present for rural students. My experiences have me feeling well equipped to support students to face these obstacles to reach their learning goals.

I look forward to meeting and working with the students to help develop their academic skills, maintain their wellbeing, and continue to build the wonderful and inclusive learning community here at CUC Maranoa.

Kat's hours can be flexible to suit your needs
You can book in a time with Kat via
https://calendly.com/katherine-ballon
Or call Kat on 0472 514 275

"The distance between dreams & reality is called action"

Our people

Centre Support Officer

A message from Danny Tucker

I was born in Roma and have lived here all my life. I managed to get an apprenticeship as an electronics technician straight out of school and have spent 25 years in the IT industry working for a local company.

As a former apprentice and having helped many other local apprentices through their TAFE training, I appreciate having a place like this for those who live in more remote communities to have access to the resources the CUC provides for their studies.

I hope to be able to assist those students who come here and make the CUC have a welcoming and comfortable atmosphere for all that step through the doors.

Danny will be at the centre from 12:30 pm to 5 pm, Monday to Friday.
You can contact Danny via email
danny.tucker@cucmaranoa.edu.au

"It does not matter how slow you go as long as you don't stop"

Important Info

- Access is from 5.00 am - midnight, seven days a week
- The closure of the centre only occurs over the Christmas / New Years period
- The centre is alarmed after midnight. YOU MUST BE OUT OF THE BUILDING by 12:15 am. If you set off the alarm after this time you will be charged a call-out fee for the security company and/or police.
- Your swipe card is for YOU, ONLY YOU. Do not let anyone else in, with your swipe card. If you lose your swipe card, you will be responsible for the $15 replacement cost.
- All centre and swipe card use is monitored by computer and CCTV. Therefore if something happens in the Centre when you are identified as using it, responsibility will fall to you.

PLEASE REMEMBER

Under no circumstances is the following permitted within the Centre:

- Consumption of drugs, alcohol or smoking
- Anti-social behaviour
- Unregistered users

Students found in breach of these requirements may risk losing their access to the centre.

Regrettably, the CUC is not set up to accommodate children and/or pets.

"It's not about how bad you want it. It's about how hard you're willing to work for it."

Important Info

To keep our centre as beautiful as it is now...

Please do:

- Treat the centre with the same love & respect as your home
- Be kind & courteous to your fellow students and to the staff of CUC Maranoa
- Leave your study zone how you found it, nice & tidy, ready for the next person
- Clean up after yourself in the kitchen/social room
  - put all dishes in the dishwasher
  - wipe the bench
  - remove your items from the fridge when you are done with them
- Be careful with drinks around the computers

Please don't:

- Walk dirty shoes in... leave them at the front door if needed
- Put any food scraps in the bins in the study zone
- Be a bother to your fellow students... keep the study zone as a quiet place to study & catch up in the social zone

"Don't let what you cannot do interfere with what you can do."

Important Info

The health and safety of our students and staff is our main priority. Based on recommendations and guidelines from Federal and State Governments, the Board of Directors have implemented strategies to keep the centre Covid safe.

Students will:

- Adhere to social distancing restrictions around student numbers as posted
- Stay away from the Centre if you are feeling unwell, or may have become infected or have come into contact with someone who could be infected with COVID-19
- Practice good hygiene in the Centre to prevent the spread of infection, including using the hand sanitiser upon entry and using the sanitising wipes on all areas used.

CUC Maranoa will:

- Sanitise /disinfect the centre daily
- Provide access to hand sanitiser as well as sanitising wipes
- Provide signage to indicate appropriate hygiene and social distancing requirements

"The difference between ordinary and extraordinary is that little extra."

Safety

The safety of our students and staff is our main priority.

CCTV
To ensure the safety of everyone within the centre, every zone (other than the amenities) are fitted with CCTV cameras. If there is an incident, the camera footage will be reviewed.

Duress Alarms
There are two duress alarms located in the centre. One is located in the study zone at the entrance to the amenities, and the other is in the social zone near the sink. When pressed, the Centre Manager, security and the police will be called.

Security patrol
Roma Security will patrol the centre at 9 pm and midnight each night. If you would like to be escorted to your car, please wait at the front doors at 9 pm and midnight.
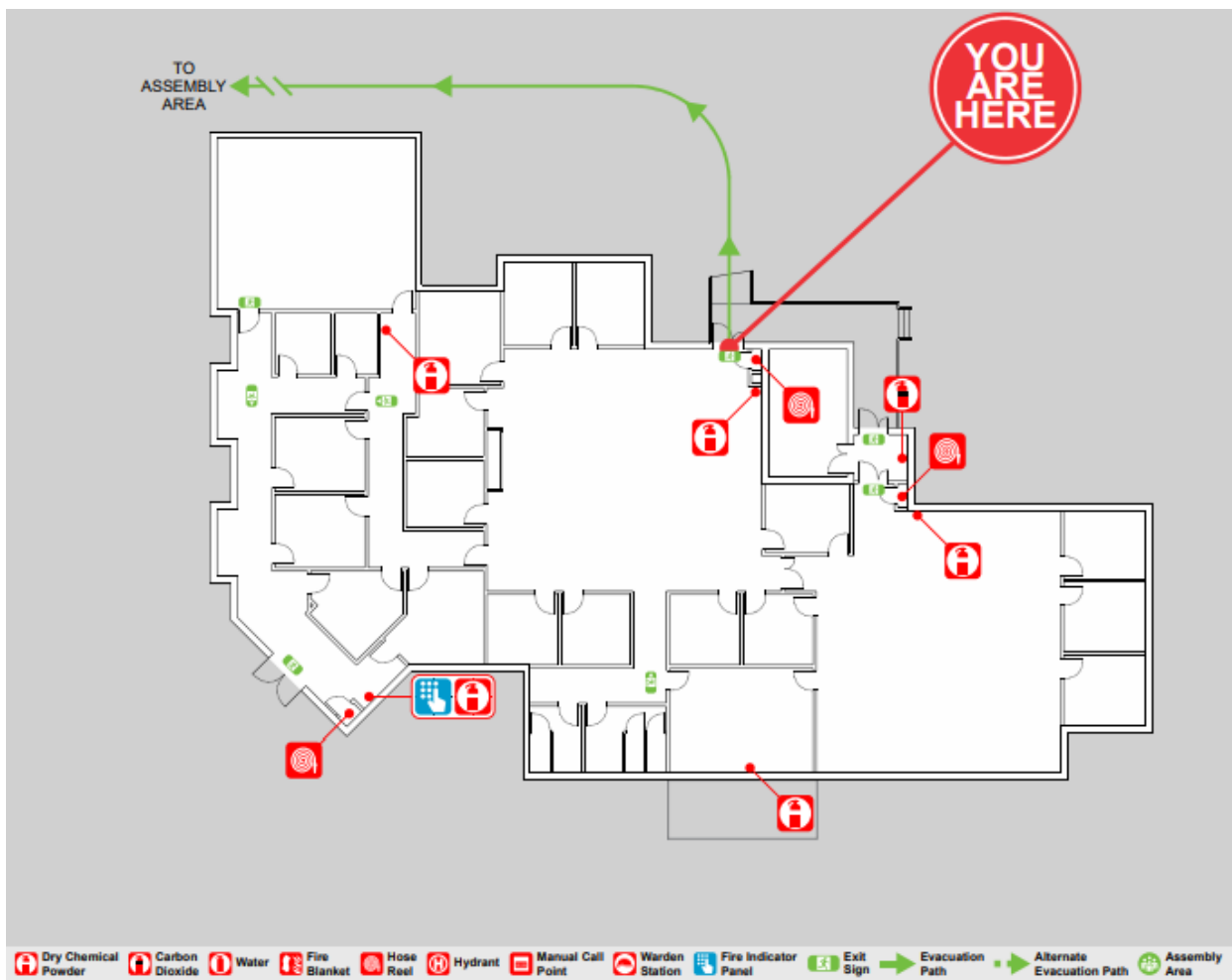
First-Aid
There is a first-aid kit located in the cupboard under the microwave in the kitchen/social zone. If you use any items, please document what you have taken on the form within the box.

Fire safety
The centre is fitted with fire alarms. Please find the location of the fire exits and fire equipment on the evacuation plan that follows.

"It's not going to be easy, but it's going to be worth it."

Evacuation Plan

Back door exit

TO ASSEMBLY AREA

YOU ARE HERE

Dry Chemical Powder | Carbon Dioxide | Water | Fire Blanket | Hose Reel | Hydrant | Manual Call Point | Warden Station | Fire Indicator Panel | Exit Sign | Evacuation Path | Alternate Evacuation Path | Assembly Area

"Life has two rules: 1) Never quit. 2) Always remember Rule #1."

Evacuation Plan

Front door exit

YOU ARE HERE

TO ASSEMBLY AREA

Dry Chemical Powder | Carbon Dioxide | Water | Fire Blanket | Hose Reel | Hydrant | Manual Call Point | Warden Station | Fire Indicator Panel | Exit Sign | Evacuation Path | Alternate Evacuation Path | Assembly Area

"Good things come to people who wait,
but better things come to those who go out and get them."

Contacts

CUC Maranoa
57 Bungil St
Roma QLD 4455

degrees@cucmaranoa.edu.au

0407 033 289

www.facebook.com/cuc maranoa

www.cucmaranoa.edu.au

www.instagram.com/cuc maranoa/

Emergency Contacts

In the event of an emergency please call 000.

- For after-hours security concerns, call:
Roma Security
0408 063 469

- For all other matters please call your Centre Manager
Bec Coffey
0407 033 289

"There are no shortcuts to any place worth going"

Wellbeing

Helpful Wellbeing Resources to Use

thedesk is developed by The University of Queensland to support Australian tertiary students to achieve mental and physical health and wellbeing. thedesk has free online modules, tools, quizzes, and advice that can help people improve their wellbeing and study more effectively. There are four modules that aim to assist students stay calm, be more productive, and improve their wellbeing and relationships.
https://www.thedesk.org.au

Mood Gym is a free online program designed to help people learn and practise skills to prevent and manage symptoms of depression and anxiety. It is like an interactive, online self-help book which teaches skills based on cognitive behaviour therapy.
https://moodgym.com.au/

myCompass is a free personalised self-help program developed by the Black Dog Institute for people with mild-to-moderate depression, anxiety, and stress. The program aims to help you recognise unhelpful thoughts, feelings, and behaviours, and develop skills to manage them based predominantly on cognitive behaviour therapy.
https://www.mycompass.org.au/

MindSpot is a free telephone and online service developed by Macquarie University for Australian adults experiencing symptoms of anxiety or depression. They offer free online or phone screening assessments to help you learn about your symptoms. You will then receive recommendations from a MindSpot therapist on free online MindSpot Clinic Treatment Courses to help you recover, or local services that can help. Note. You must be eligible for Medicare-funded services in Australia to access Mindspot.
https://mindspot.org.au/

Head to Health (H2H) - www.headtohealth.gov.au/ H2H is a website that aims to help people find good mental health and wellbeing information, resources, and links to online and phone mental health services all in one place. It supports people seeking help, either for themselves or someone they care about.

Headspace - www.headspace.org.au/ Headspace is the national youth mental health foundation dedicated to improving the wellbeing of young Australians. Their website provides information and resources on mental health, physical health, work, support, study support, and alcohol and drug services. Support for young people, their family and friends can be accessed through this website including finding a local headspace centre, online/phone counselling service headspace, and the digital work and study service.

Beyondblue - www.beyondblue.org.au/ Beyondblue is an organisation that provides information, and support for, depression, anxiety, and suicide prevention. This website contains information, resources, and services for depression.

The Black Dog - www.blackdoginstitute.org.au/ This website has up to date information and resources on mental illness, online self-testing, current treatments and wellbeing. The institute aims to reduce the incidence of mental illness and the stigma around it, actively reduce suicide rates, and empower everyone to live the most mentally healthy lives possible.

If you or someone you know is in distress or immediate danger, call emergency services on 000.
If you feel you cannot use any of these resources you can also:
•Talk to your Centre Manager or someone you trust
•Talk to your university counselling services
•Contact your doctor, counsellor, psychologist, or psychiatrist
•Visit a hospital emergency department
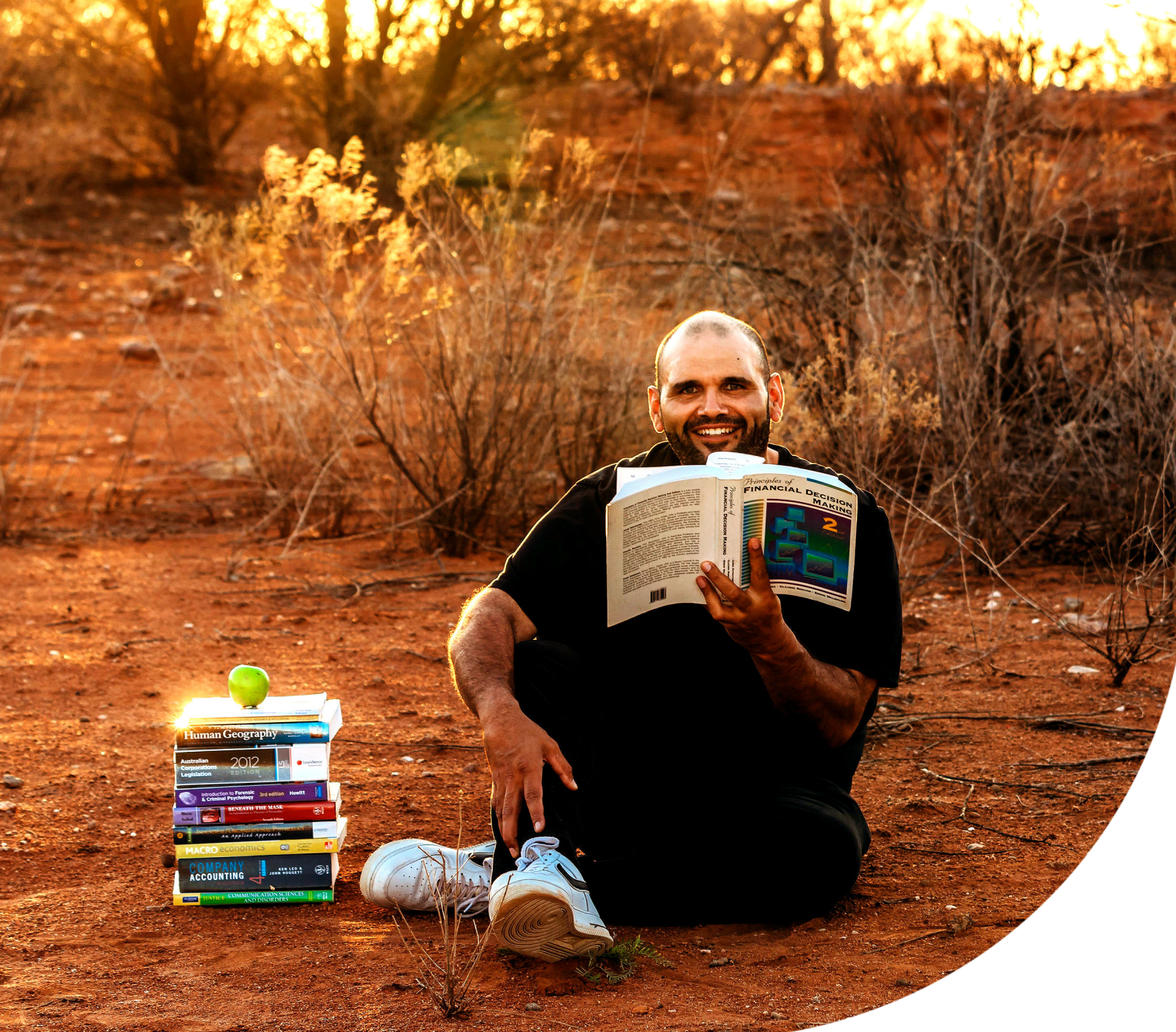
CUC Maranoa is proudly supported by

Australian Government

Department of Education,
Skills and Employment

AUSTRALIA PACIFIC LNG

Operated by origin

Santos

maranoa REGIONAL COUNCIL

Powerlink QUEENSLAND

1.0 CUC Policies – Student Policies

Network Use Policy

Purpose
This policy describes the acceptable use of CUC network provided at the Country Universities Centre. Usage of CUC network by all users is at all times subject to this policy.

Scope
This policy applies to all CUC staff and users of the CUC network.

Principles
- The following devices may be connected to CUC network by students: personal computers supplied by the CUC, or notebooks, smartphones and tablets provided by the student.
- Connection of any other device, (re)patching, (re)cabling, reconfiguration of network hardware, or deployment of software is considered modification and must be authorised as described above.

Authorised use
The CUC provides access to the CUC network for use associated with students' studies by staff and students. Incidental personal use within reasonable limits is also permitted, however, this does not extend to downloading, transmitting or storing unauthorised software, large files containing images, video, games or music; or accessing internet broadcasts of radio and television stations.

User Names and Passwords (WHEN APPLICABLE)
- Students must not let anyone else use their user name or use a user name that does not belong to them.
- Students must not disclose their password to anyone. CUC staff can reset the password should it be forgotten or compromised.

Prohibited use
The following is prohibited on the CUC network:
- Intentionally creating, transmitting or storing:
  - Information that is designed or is likely to:
    - Damage CUC's reputation;
    - Be misleading or deceptive;
    - Result in victimisation or harassment;
    - Lead to criminal penalty or civil liability;
    - Be reasonably found to be offensive, obscene, indecent, threatening, abusive or defamatory; or
    - Cause annoyance, inconvenience or needless anxiety;
  - Offensive, obscene or indecent images;
  - Junk or chain mail; or
  - A computer virus or worm;
- Interfering with another CUC network user or violating their privacy;

- Disrupting or illegally accessing computer systems, including CUC network and those external to it. This includes deliberately bypassing network filtering and anti-virus systems;
- Transmitting or receiving material in breach of copyright laws;
- Using the network for unapproved commercial purposes (e.g. The transmission of unsolicited commercial or advertising material);
- Port scanning (the scanning of another machine to determine which services are running);
- Masquerading as another real or fictitious user (for example, forgery of the source of mail messages or news articles);
- Using password capturing or network sniffer programs;
- Installing misappropriated, or unlicensed software; and
- Running of peer to peer file sharing systems.

CUC users must report breaches or suspected breaches of this Network Use Policy to CUC staff.

Monitoring

- CUC collects statistical data regarding the operations of its electronic communications systems.
- CUC monitors the use of electronic communications to ensure the ongoing availability, reliability and security of these systems, including to detect unauthorised usage and other problems.
- CUC will monitor individual user communications only in the event of a suspected breach of this Network Usage Policy.

Data

It is your responsibility to save your work and data using your own storage devices. The CUC accepts no liability for any lost or corrupted data.

1.0 CUC Policies – Student Policies

Privacy Collection Policy

Purpose
The Board of Directors and employees of the Country Universities Centre are committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Policy statement
CUC ("**we**", "**us**" or "**our**") is committed to respecting your privacy and complying with all of our privacy obligations under the *Privacy Act 1988* (**Privacy Act**), including the Australian Privacy Principles.
We are collecting your personal information submitted as part of your Registration Form. This includes: your name, gender, address, telephone number, other contact details (including emergency contacts and email addresses), transaction details, and medical history, in order to assess your eligibility to use the CUC. CUC may also collect sensitive information about an individual with your consent or in order to comply with our obligations under Australian law, including but not limited to:

- Language or cultural background;
- Citizenship status;
- Status as an Indigenous Australian;
- Disability status; and
- Health information

This assists us to correspond with you, to facilitate you receiving appropriate assistance in the event of an emergency, for quality assurance and planning purposes, to align strategy and resourcing with need, to promote the CUC in the media and with stakeholders, and to comply with legislative reporting requirements. We will only collect your sensitive information with your consent or if required by law. If we do not collect this personal information, we may not be able to provide you with our services, either to the same standard or at all. We will try to collect your personal information directly from you wherever possible. In some cases, we may collect personal information about you from third parties. If this happens, we will take reasonable steps to ensure that you are aware that your personal information has been provided to us and of the matters contained in this privacy collection statement. When you submit your Registration Form we will ask you whether you want us to let you know by any means (including SMS or e-mail) in the future about goods, services or promotions which may be of interest to you. You can decline this service at that time or opt out in the future by contacting our Centre Manager. Any personal information collected, stored, used and disclosed by us will be treated in accordance with the Privacy Act and our Privacy Policy (available by requesting a copy from our Centre Manager). See our Privacy Policy for details on disclosures we may make to our related companies, service providers, government and regulatory authorities and professional advisers and emergency services, how you may access and correct your personal information, and how complaints may be made and will be handled.

1.0 CUC Policies – Student Policies

Terms of Use

Definitions
1. "CUC" means the Country Universities Centre, operated by Country UC Ltd for the purpose of providing CUC Resources to allow users to complete studies at a university or other education provider.
2. "CUC Resources" means:
- The CUC building, which contains a kitchenette, bathrooms, social spaces, study areas, AV rooms and meeting rooms; and
- CUC.net, which means the computer network and equipment including hardware, software and network connectivity.
3. "Network Use Policy" means the policy which CUC students must adhere to when using the CUC.net.
4. "Opening Hours" means normal office hours of 8.30am–5.00pm Monday to Friday or as specified by the CUC.
5. "Registration Fee" means $0 per semester or as specified by the CUC.

Registration
1. To register for access to and use of CUC Resources you must:
- Be enrolled in a course of study at a university, other approved post graduate education provider or a course approved by Country UC Ltd; and
- Complete the Registration Form and submit it to CUC staff.
2. Once processed, student registration will be active until the end of the registration term in line with CUC semesters: January to June and July to December. Students may renew their registration for further terms of six months, provided that they continue to be enrolled in a course of study at a university or a course approved by Country UC Ltd.
3. If the student decides that the CUC is not for them, they may withdraw their registration within 10 days of completing the Registration Form and the CUC will refund the Registration Fee, if any.
4. During the term of the registration, the CUC will provide students with access to and use of the CUC Resources, subject to these Terms of Use.

Student obligations
1. While using the CUC Resources, students must comply with:
- These Terms of Use;
- The Network Use Policy;
- The Swipe Card Use Policy; and
- The Privacy Collection Policy.
2. While using the CUC Resources students must:
- Take reasonable care for their own health and safety;
- Take reasonable care to ensure that they do not adversely affect the health and safety of others;
- Comply, so far as they are reasonably able, with any reasonable instruction of the CUC; and
- Report any safety hazards they may become aware of to CUC staff.

3. Students must observe the following standards of behaviour while using CUC Resources or in dealing with CUC staff and other CUC users:
- Comply with all lawful and reasonable directions policies and procedures of the CUC.

1.0 CUC Policies – Student Policies

Swipe Card Use Policy

Purpose
This policy describes the acceptable use of swipe card system provided by the Country Universities Centre. Usage of swipe card system is at all times subject to this policy.

Scope
This policy applies to all CUC staff and users of the swipe card system.

Authorised use
1. CUC provides access to the centre for use associated with student's studies.
2. At the end of the registration term and if the student does not extend their existing registration, they must return any swipe cards and any other CUC property to the centre.

Swipe card
CUC will issue students with a swipe card to access the CUC building. Students must not allow anyone else to use the swipe card or use a swipe card that does not belong to them.
If the swipe card is lost or stolen, students must report it to CUC staff as soon as possible. A replacement cost may be involved at the CUC's discretion.

Entry hours
1. The CUC will be accessible to registered students with valid swipe cards from 5.00am - 11.59pm Monday to Sunday, or otherwise specified by the CUC.
2. The CUC will be alarmed with back-to-base security at 11.59pm every night, or otherwise specified by the CUC. If any students remain inside the centre once the alarms are set, they will be responsible for any associated emergency services call out costs and may have their CUC registration terminated.
3. The CUC will be alarmed until 7.00am every morning. Access by swipe card will not be allowed or possible until 7.00am, unless otherwise specified by the CUC.
4. Access to the CUC is constantly watched by CCTV and the swipe card monitoring system. **Students must not** let other people use their swipe card. If something happens in the centre while our systems identify a student as using the centre, responsibility will fall to them.
5. The centre will be closed completely with no swipe card access over the Christmas / New Year's period. Students will be notified in writing of designated time frame.

Prohibited ENTRY
Under no circumstances is the following permitted at the CUC:
- Smoking, drugs or alcohol;
- Anti-social behaviour;
- Unregistered users;
- Pets; or
- Children- regrettably the CUC is not set up to accommodate children or pets and in the interests of other users, children and pets are not permitted at the centre.

Monitoring
CUC collects statistical data regarding the CUC users' movements. CUC monitors the use of the swipe card systems to ensure the ongoing availability, reliability and security of these systems, including to detect unauthorised usage and other problem

- Refrain from any conduct that may cause any reasonable person unwanted offence, annoyance or embarrassment.
- Respect Country UC Ltd ownership of the CUC Resources by protecting them and using them responsibly.

4. Under no circumstances is the following permitted at the CUC:
- Smoking, drugs or alcohol;
- Anti-social behaviour;
- Unregistered users;
- Pets; or
- Children - regrettably the CUC is not set up to accommodate children or pets and in the interests of other users children and pets are not permitted at the centre.

5. At the end of the student's initial registration term, and if they do not extend their existing registration, they must return any CUC property to Country UC Ltd.

Disclaimer

1. Continuity and connection speed of internet access depends on a wide range of factors, many of which are beyond the control of CUC. Consequently, CUC accepts no liability for any disruptions to internet access.
2. CUC accepts no responsibility for any damage to or loss of data, hardware or software arising directly or indirectly from use of CUC Resources or for any consequential loss or damage. CUC makes no warranty, express or implied regarding CUC Resources, or their fitness for any particular purpose.
3. While CUC seeks to ensure your privacy it cannot guarantee the confidentiality of any information stored on or transmitted through CUC.net.
4. CUC's liability in the event of any loss or damage will be limited to the Registration Fee.

Termination

1. If Country UC Ltd or CUC considers that a student is in breach of these Terms of Use, the Network Use Policy or the Swipe Card Use Policy; they may give the student a written warning or terminate their registration immediately.
2. If they do not respond to the written warning within 14 days, CUC may terminate this agreement by giving them written notice.
3. CUC will consider the student's response to the written warning and will either:
- Withdraw the written warning;
- Allow the student to continue to use the CUC Resources subject to conditions; or
- Terminate this agreement by giving them notice in writing.

4. If CUC has issued a student a written warning in the past and considers that they have committed a further breach of these policies, CUC may terminate this agreement by giving them notice in writing.