

dealings with PIBT. Privacy considerations apply to a great deal of information PIBT may hold about students, including personal data (address, age, enrolment status, etc), academic progress (examination results, evaluation and assessment and academic standing) and personal welfare (family matters, medical matters, financial matters, etc).

PIBT staff may require access at times to personal information about students. To the extent that the information is private, PIBT will restrict access to those staff who may need the information in order to carry out their responsibilities in the personal and/or academic interests of students.

Other than to confirm that individuals are, or have been, a student at PIBT, PIBT will not disclose personal information about students to other students, to people outside PIBT (other than in accordance with any legal or academic obligations) or to staff who have no need of access to the information, unless students advise PIBT, that they have given permission.

**PIBT uses the information for:**

- Correspondence
- Assessing applications to study at PIBT
- Awarding Diplomas or Certificates
- Meeting student visa compliance requirements
- Checking payment of course fees

**This means that for students 18 years of age and over, who have requested PIBT not to release information, this request will be honoured, even if requested by parents or close relatives.**

There are some exceptions to the general application of this policy, some of which are obligations imposed by law on PIBT. These include the following:

- If an overseas student, PIBT provides DIAC, AusAID, and DEST, with certain information which it is required to release;

- If a student is alleged to have committed an offence, PIBT may be requested to assist the police or other authorised persons by providing personal information about that student for enforcement of the law;
- If a student transfers to another tertiary institution PIBT may release to that institution information about the academic progress at PIBT, although normally the student will have consented to this in their application to the new institution;
- Disclosure as necessary to prevent or lessen a serious and imminent threat to the life or health of the student or of another person.
- Where PIBT considers the safety or welfare of staff or students to be in jeopardy.

NOTE: International students should be aware that information provided to PIBT may be made available to Commonwealth and State agencies and the Fund Manager of ESOS Assurance fund, pursuant to obligation under the ESOS Act 2000 and the National Code of Practice.



# What Happens When?



**PIBT CONTACT DETAILS**

PIBT@ ECU Mt Lawley Campus - Building 10  
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Western Australia 6050

Office hours  
Monday-Thursday 8.00-4.00pm  
Friday 8.00-3.00pm  
Closed Saturday and Sunday

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Web: [www.pibt.wa.edu.au](http://www.pibt.wa.edu.au)  
**Visit the web for a campus map.**

**CRICOS Provider Code: 01312J**

**Important questions  
and answers for  
International Students**

## What happens when PIBT is obliged to report me to DIAC?

If you fall below 80% attendance, or do not make appropriate academic progress, or have a pattern of poor academic progress, then by law, PIBT must report you to DIAC.

You will be issued with an 'Intention to Report' letter which will provide you with 20 days to respond. Please refer to the [Complaints and Appeals Policy](#) on PIBT's website for further detailed information.

## What happens if I'm not able to pay my fees on time?

- Fees are due by 3pm on the **Friday prior to commencement of the semester**;
- If PIBT does not receive your fees on the due date, you will automatically go on the **Instalment Plan**.

For further information, download flyer, '**Tuition Fee Payment and Enrolment Process for Current Students**'

## What happens if I don't enrol in my units on time?

- You will be able to enrol in your units **even if you have not paid your fees** (but only if you do not have any outstanding fees from previous semesters);
- You **must** be enrolled in your units before Monday of Week 1 of semester.

For further information, download flyer, '**Tuition Fee Payment and Enrolment Process for Current Students**'

## What happens if I can't pay my rent?

If you are behind in rent, the owner/agent can take legal action immediately.

## What happens if I get into trouble with the police?

You must always provide your name and address to a police officer when you are requested to do so. Generally, you do not have to answer questions, sign a statement or take part in a video interview if stopped by police, however, anything you do say will probably be used as evidence in court. If you do answer police questions, a written or video record is usually made of the interview. If you agree to a video interview, your lawyer can get a copy of the interview.

SITUATIONS WHERE YOU WILL HAVE TO ANSWER POLICE QUESTIONS INCLUDE:

### Name and Address

You must provide your name and address to the police when you are requested to do so. If you refuse to give your name and/or address or give false details in these circumstances, you are committing an offence.

If you own or are driving a vehicle, you must give to the police any information you have about the identification of a driver who has committed a traffic offence.

### Road Traffic Matters

If the police pull you over when you are driving, you must:

- Stop the vehicle, give your name and address and the name and address of the owner of the vehicle;
- Show your driver's licence or, if you don't have it on you, take it to a police station within 48 hours;
- Take a breath test if they ask you to (it is an offence to refuse)

- Report details of an accident if anyone is injured or if any property is damaged that will cost over \$1000 to repair.

The police can require anyone in the vehicle to undergo a breath test if the driver is unknown.

### Drugs

- Under the Misuse of Drugs Act the police may ask you to give information about the manufacture, sale or supply of prohibited drugs and plants. Failure to cooperate may be an offence.

### Licensed Premises

- Police officers and hotel staff have the right to ask any person who is on premises where alcohol is served, for proof of age. It is an offence if you don't give this information when you are asked to.

## What happens if I'm sick and miss a class?

If you are ill, go to a doctor for treatment and get a Medical Certificate. Attach the Medical Certificate to the completed **Explained Absence Form**, ask your lecturer to sign it and take it to PIBT Reception within **3 working days**.

## What happens if I request privacy of information?

PIBT is bound by the Commonwealth Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000. This Act regulates the way organisations can collect, use, keep and disclose personal information. It gives individuals the right to know what information an organisation holds on them and a right to correct any information if it is wrong.

Students are entitled to protection of their privacy, as are staff and others who might have