

Notice

1 Definition

A Notice from the University is a document, whether physical or electronic.

A Notice may be:

- given by hand to the addressee or delivered to the address provided by the addressee to the University; or
- sent by registered or pre-paid mail to the address provided by the addressee to the University; or
- sent by electronic communication to the University-issued email account provided by the University to a Student during the period of Enrolment until the completion of their program; or
- sent by electronic communication to the email address provided to the University by an addressee not enrolled at the University.

A Notice is taken to be received if:

- given by hand to the addressee or delivered to the address provided to the University by the addressee; or
- sent by registered or pre-paid mail - three University Business Days after the date of posting; or
- sent by electronic communication - at the time that would be the time of receipt under the *Electronic Transactions Act 1999* or its succeeding legislation.

A Notice that would be deemed to have been received out of business hours or on a non-University Business Day will instead be deemed received on the next University Business Day.

2 References

UniSQ Defined.

3 Definition Information

| | |
|-----------------------|-----------|
| Approved Date | 9/7/2015 |
| Effective Date | 20/7/2015 |
| Record No | 14/916PL |