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.

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

3 Definition Information

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