

## **SG.01 AFTER-HOURS STUDENT ACCESS TO BTI's FACILITIES**

APPROVED BY	<b>EXECUTIVE LEADERSHIP TEAM</b>	VERSION	Feb 2024
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### **1 PURPOSE**

To provide policy and procedures by which tertiary students may gain appropriate after-hours access to electronically secured buildings and to protect BTI's moveable physical assets.

### **2 POLICY**

1. All buildings are secured after-hours by a monitored electronic control system.
2. After-hours access is intended solely for BTI students to undertake their study.
3. Students, on meeting the conditions outlined in this policy, may be granted after-hours access to buildings and resources on an annual basis via a proximity card.
4. The card may be used outside of normal BTI hours on weekdays and weekends between 6.30am and 10:30 pm after which time the campus facilities are fully alarmed for security purposes.
5. Students will be required to pay an annual bond which will be refunded to the student upon the return of the proximity card.
6. The cost of the bond and yearly charge will be listed on the website.
7. The proximity card remains the property of BTI and is to stay in the possession of the registered BTI student and may not be used by any other person or to provide access to a non BTI student.
8. If a student's card is lost, that student must notify BTI reception staff immediately in order to cancel the card.
9. The card will give tertiary students access to parts of the BTI tertiary facility such as the Student Hub and Library.
10. When a BTI student withdraws or defers from a programme, the proximity card must be returned to BTI reception within seven (7) days of the withdrawal or deferral. Failure to do so will result in the loss of the bond and cancellation of the card.
11. The proximity card may be withdrawn from any student on evidence of inappropriate use. This will also result in the loss of the bond and the cancellation of the card.
12. Visitors are not encouraged on the BTI Campus after hours and may not use BTI computers.
13. Tertiary students should contact the campus onsite security person, which is on the After-Hours Information sheet on the library wall if a security concern arises.
14. Students, using the BTI facilities after-hours, must ensure that on exiting, windows and exterior doors are securely closed, air-con is turned off and all computers are shut down and lights switched off.