



## Your Act Belong Commit Mentally Healthy Schools partnership agreement

# Frequently asked questions

This FAQ will answer the main questions you may have about completing your Act Belong Commit partnership agreement.

## Overview

### Who is this partnership agreement between?

This agreement is between the Act Belong Commit partner school and Curtin University (Act Belong Commit).

### When does the agreement become 'live'?

The agreement will commence as soon as the document has been completed and signed by your school contact.

### Is this a legal document?

The licence agreement is a legal document giving permission to the partner school to use the Act Belong Commit brand and other assets.

### How long does the agreement last?

The agreement will be in place until 30 December 2025.

## Completing the agreement

### Can I print the document and complete it by hand rather than online?

We would prefer you to complete the document online but if that's not possible you can download the document, print it, scan the completed copy and email it back to us.

### If I am not the correct person to complete this agreement can I forward it to someone else?

Yes, you can simply forward the email which asked you to complete the form.

### I have completed part of the agreement, but I need to come back to do the rest. Will the parts I've done be saved?

Yes. The document is saved as you fill in the different sections. There's no need for you to save the document while in progress. You can close the document part way through completing it. When you reopen the email and start again your original entries will be visible.

### How will I know the agreement has been successfully completed?

You will receive an email confirming that it has been completed.

## Signing the agreement

### Whose signature needs to be on the licence agreement?

Any person who has the authority to sign on behalf of your school, although it is important the Principal is aware and approves of the partnership.

### If I can't upload my signature can I just type my name instead?

Yes, you can type your name, write a signature into the document itself, or upload an image.

### What happens if the person signing for my school, or the Act Belong Commit contact person, leaves during the term of the agreement?

The agreement remains in place even after that person has left.

### Does the person signing the agreement for my school need to be the same as the day-to-day contact person for this partnership?

No, the person signing the licence agreement can be a different person. Our day-to-day contact may be different from the person authorised to sign the agreement on behalf of the partner school.

### I've completed part of the document but need someone else to sign it. Can I forward it partly completed to the person who will need to sign?

Yes. You simply close the document (there's no need to save it) and forward the original email to the person who needs to complete it.

The partnership agreement has been designed to be easily completed online.

Please read this blue section before starting to complete the form.

Devices the form is best to complete using:



### Browser

- Microsoft Windows 10 using Microsoft Edge or a current version of Firefox or Chrome
- Microsoft Windows 8 using a current version of Firefox or Chrome
- Mac OS X v11 or later using Safari 7 or later, or a current version of Firefox or Chrome

If you have questions that are not answered here, please contact the Act Belong Commit team:

Email [actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au)

Phone (08) 9266 1705

You can also speak to the Act Belong Commit Mentally Healthy Schools Coordinator:

Reearna Morgan

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