



## Terms and Conditions of Enrolment Semester 1 2019

All students must read and agree to these terms and conditions prior to enrolling in the course.

### Payment of fees

Tuition fees and Student Services and Amenities fees are payable on initial enrolment into the course and then for subsequent semesters at the rate applicable at the time of re-enrolment.

The student agrees to pay the tuition fees and Student Services and Amenities fees and additional charges in accordance with the 2019 Schedule of Fees. Additional charges may include a fee for late enrolment (\$120).

The School reviews the tuition fees on an annual basis. Tuition fees for the upcoming year will be confirmed by 31 August. Please refer to the Schedule of Fees for further information.

Tuition fees do not include art materials, equipment or educational materials required for course units.

Fees may be paid directly to Adelaide Central School of Art or via the Commonwealth Government's FEE-HELP and/or SA-HELP student loan schemes.

Payment of semester fees in full or the instalment deposit must be received no later than the following closing dates:

**Continuing students: 16 November 2018**  
**New students: 28 January 2019**

Students applying for FEE-HELP/SA-HELP will receive an email request to complete an online FEE-HELP/SA-HELP application after submitting their enrolment form. In order to finalise their enrolment, students are required to complete the online FEE-HELP/SA-HELP application by **8 February 2019**.

### Commencing Students

Commencing students are required to enrol as specified in the enrolment instructions included with their Letter of Offer.

Students are expected to maintain accuracy of their enrolment details using approved forms of communication either in writing or on appropriate forms. Verbal amendments to enrolment details are not accepted. Students are required to provide their legal name on their enrolment. The School will consider a commencing student enrolled upon completion of the following:

- Application for admission.
- Acceptance of the offer of admission to a specified program according to the prescribed instructions.
- Provision of documentation for proof of identity and Australian Citizenship or Permanent Residence.
- Completion and submission of the enrolment form by the enrolment due date.
- Payment of all tuition fees, Student Services and Amenities fees and any other compulsory fees by the prescribed date for the enrolment to be valid. Failure to pay fees by the prescribed date will lead to termination of enrolment.
- Completion of any other procedures required by the School.

### Continuing Students

All students are required to enrol formally for the academic period in a program of study in accordance with the rules of the course in which they are enrolled. Students are required to provide their legal name on their enrolment. Continuing students will be considered enrolled on completion of the following requirements:

- Completion and submission of the enrolment form by the enrolment due date. It is the responsibility of the student to ensure enrolment in units for each semester where all pre-requisites and co-requisites have been met.
- Payment of all tuition fees, Student Services and Amenities fees and any other compulsory fees by the prescribed date. Failure to pay fees by the prescribed date will lead to termination of enrolment.
- Completion of any other procedures required by the School.

### Availability of Course Units

Future students are advised to enquire with the School about availability of course units prior to enrolling.

The School reserves the right to substitute lecturers and/or cancel any class for which there are insufficient enrolments.

The School may impose enrolment quotas on particular units when there are space and resource restraints. Quotas may be modified by the Academic Administration Manager in consultation with the Head of Department.

### Places in Classes

Continuing students will have priority for places in classes, according to the date of enrolment, and then places will be allocated to new students.

The School may require students enrolled in a class to be relocated to a class at another time slot if enrolments in the first class exceed the class size limit.

### Maximum Course Duration

The maximum course duration for the Associate Degree of Visual Art is eleven years.

The maximum course duration for the Bachelor of Visual Art is fourteen years. Level 3 units must be completed within a three year period.

### Intermission

Intermission means taking a break from your studies while keeping your place in the course. Periods of intermission count towards the maximum course duration (as outlined above).

Enrolment is on a semester by semester basis. Students can intermit their studies by not enrolling in one of more semesters. Exceptions: In Level 3, Art History & Theory 3 and Studio Practice 3 must be undertaken concurrently and over two consecutive semesters. The BVA (Hons), including Honours Research Methods and Honours Studio Practice, must also be undertaken over consecutive semesters.

Students who intermit their studies for a period of six consecutive semesters or less can recommence by enrolling in a semester according to the standard enrolment process.

Students who intermit their studies for a period of more than six consecutive semesters will not be eligible to recommence their course. In such a case, the student will be required to reapply for a course of study (Associate Degree of Visual Art or Bachelor of Visual Art) and will be eligible to apply for Recognition of Prior Learning for units completed.

Please note: Once enrolled, students wishing to discontinue their studies will need to follow the withdrawal process as outlined on Page 2.

If you have any questions about the maximum course duration or intermitting your study, please contact the Student Liaison Officer.

### Auditing Units

Auditing is when a student is given permission to attend a class, but is not enrolled in the unit. Audit students are not assessed, but will be required to meet the attendance requirements of the unit.

Level 3 and Honours students are eligible to apply to audit Level 2 units. Auditing units is subject to availability in classes and approval from Administration.

Members of the general public are not eligible to audit studio-based units. In some cases, Art History & Theory units are open for auditing. This is approved on a case by case basis and fees and conditions apply.

Students wishing to audit a unit are required to contact Administration for further information.



## Withdrawals

**All applications for withdrawal from units of study must be submitted by completing the Application for Withdrawal form.**

### For Withdrawals on or before the Semester 1 Census Date of 12 March 2019

For FEE-HELP students:

Provided that correct formal withdrawal procedures have been followed, including submitting the Application for Withdrawal form, on or before the Census Date for the unit, the student will not incur a FEE-HELP debt for that unit. For non FEE-HELP students:

Provided that correct formal withdrawal procedures have been followed, including submitting the Application for Withdrawal form, on or before the Census Date for the unit any fees paid will be refunded.

Within 14 days of receiving notification of withdrawal, the School will issue the student with a refund by electronic funds transfer.

Alternatively, unused tuition fees paid can be held in credit for a maximum of 12 months for other tuition within the School's award program. Deferred fees held in credit that are not used within 12 months will be forfeited.

The Student Services and Amenities Fee is not refundable for withdrawals prior to or after the census date.

### For Withdrawals after the Semester 1 Census Date of 12 March 2019

For FEE-HELP students:

Withdrawals after the census date will incur a FEE-HELP debt.

For non FEE-HELP students:

No tuition fee refund is payable for withdrawals after the census date. Any outstanding semester fees will remain payable by the student.

Special circumstances:

In cases where special circumstances prevent the completion of one or more units of study, the student can apply to the School to have the Fee-HELP debt re-credited (FEE-HELP students) or the tuition fees refunded (non FEE-HELP students). Please contact Administration for further information.

The Student Services and Amenities Fee is not refundable for withdrawals prior to or after the census date.

### Non-Attendance

No refund or release from financial commitment will be granted for non-attendance. For classes missed, students may have the option of attending a make-up class during the same week. However, this must be negotiated with Administration. Please contact the Student Liaison Officer for further information.

### Full Tuition Fee Refunds

Full tuition fee refunds are payable if the School is unable to provide the academic program or unit in which the student enrolled and a suitable alternative program or unit is not available.

### Debt Collection

If a debt collection agency is employed to recover outstanding tuition fees or withdrawal fees, the debtor is liable to pay all debt collection fees in addition to the outstanding tuition and withdrawal fees.

### Appeals

If a student wishes to appeal the decision made regarding their refund application then they should follow the School's non-academic grievance procedure. See the Student Grievance Policy and Procedures document available from the School's website.

## WORK, HEALTH AND SAFETY

### Smoking, alcohol or drugs

No smoking, alcohol or drugs permitted in any studios. All school buildings are smoke free. You may smoke in the southern courtyard at least 5 m away from the main T&S Building.

### Test and Tagging

Electrical appliances that have been approved and then tested and tagged can be used in the School. These include such items as phone and laptop chargers, extension cords, electric fans or similar. The School conducts regular Test and Tagging during the year.

### Approved Volumes

To fulfil legal obligations any items categorised as **Highly Flammable** must be limited to volumes not exceeding 500ml and must be in the original packaging with clearly visible labels. Larger volumes **must not** be used or stored on site.

### Projects

Any studio project that may present a health or safety, ethical, or legal difficulties for the student or the School must first be reviewed by your facilitator/supervisor/lecturer and a risk assessment submitted for approval to School Management prior to any work commencing.

### Class Materials Lists

All materials must be used and stored according to specifications outlined in Material Safety Data Sheets specific to the product. The School keeps a file of all Material Safety Data Sheets for all items listed on class material lists. Only materials on these lists can be used on site.

### Power Tools

Under no circumstances are power tools to be operated in studios. Workshop access is available 9.00am to 5.00pm Monday to Friday for inducted students.

### Storage

The School has designated areas for the storage of student artwork and materials. Any items stored outside of these areas will be disposed of.

Artwork or materials must not be constructed or stored in hallways or emergency exit aisles or where it can block the flow of traffic in these areas. If you require materials to be stored temporarily or are in any doubt contact reception and seek permission first.

### Emergency

Emergency phones are located centrally on each level in the Wet Rooms. All emergency exits are clearly indicated with illuminated exit signs. Familiarise yourself with each exit and safe meeting location for all buildings in case of an emergency. See evacuation maps posted on notice boards. Note the location of fire extinguishers, emergency information, and first-aid kits.

In the event of an emergency all fire doors will close however they can be opened to exit the building.

Under no circumstance are students to re-enter a building under alarm. Emergency services or a staff member will give the all clear when it is safe to re-enter the building.

### Visitors

All visitors must sign the Visitors' Book located in reception and receive a badge that is to be returned to reception after their visit.

### Access

**Access cards are compulsory** and access will not be permitted without one. Access cards are available from Administration with payment of a \$50 security deposit which is refundable on the completion of your course / return of your card. Your card access is strictly for you under no circumstances provide access to anyone else or allow someone else to use your card.

