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<tr>
<td>Document Title</td>
<td>Terms and Conditions of Enrolment Sem 1 2013</td>
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<td>Prepared by</td>
<td>Academic Administration Manager</td>
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<td>Approved by</td>
<td>CEO</td>
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<td>Approval date</td>
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Terms and Conditions of enrolment

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

Payment of fees:
Tuition fees, Student Services and Amenities fee and enrolment apply to each semester.
The student agrees to pay the tuition fees, Student Services and Amenities fee and additional charges in accordance with the 2013 Schedule of Fees.
Additional charges may include a fee for late enrolment ($100).
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/FEE-HELP application form/SA-HELP application form/installment deposit must be received no later than the following closing dates:
Continuing students: 3 December 2012
New students: 21 January 2013
Fees outstanding after the closing date will incur a 20% administration fee (except enrolments submitted with FEE-HELP and/or SA-HELP application forms)

Places in courses:
Continuing students will have priority for places in courses, according to the date of enrolment, places will then be allocated to new students.
Places in courses are not confirmed until the enrolment form and payment arrangement have been received by the School.

Withdrawals

All applications for withdrawal from units of study must be submitted in writing to the Academic Administration Manager.
A withdrawal fee of $75 per unit of study applies.

For withdrawal on or before the Semester 1 2013 CENSUS DATE (11 March 2013):
For FEE-HELP students: provided that correct formal withdrawal procedures have been followed, including notifying the Academic Administration Manager in writing on or before the census date for the unit, the student will not incur a FEE-HELP debt for that unit. However, they will be liable to pay the withdrawal fee of $75 per unit of study (eg. if withdrawing from 6 subjects the withdrawal fee will be $450).
Within 7 days of receiving notification of withdrawal, the School will issue the student with either a refund cheque or a 30 day invoice for the withdrawal fee.

For non FEE-HELP students: the withdrawal fee of $75 per unit of study will be charged and any fees paid will be refunded less the withdrawal fee. Within 7 days of receiving notification of withdrawal, the School will issue the student with either a refund cheque or a 30 day invoice for the withdrawal fee. 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 and the withdrawal fee will be waived. Deferred fees held in credit that are not used within 12 months will be forfeited.

In the event of withdrawing from units of study prior to the census date, the Student Services and Amenities Fee is not refundable.
For withdrawal after the Semester 1 2013 CENSUS DATE (11 March 2013)
For FEE-HELP students: If the student has requested FEE-HELP assistance for their study, they will incur a FEE-HELP debt for the unit and will be legally required to repay this debt UNLESS there are special circumstances (eg. serious illness) preventing completion of the unit. In cases of special circumstances, the student can apply to the School to have the FEE-HELP debt re-credited proportionate to the unused tuition period (time limits apply). A minimum withdrawal fee of $75 per unit of study will apply.
For non FEE-HELP students: No tuition fee refund is payable for withdrawal after the census date and semester fees remain due and payable by the student. Tuition fee refunds for unused periods of study after withdrawal are given solely at the discretion of Adelaide Central School of Art and will only be considered if the student formally withdraws from the program or unit of study in writing and provides evidence of compelling, medical, compassionate or exceptional circumstances which can be verified. A minimum withdrawal fee of $75 per unit of study will apply.

In the event of withdrawing from units of study after the census date, the Student Services and Amenities Fee is not refundable.

Non-Attendance:
No refund or release from financial commitment will be granted for non-attendance.
Tuition fees apply for a semester. Classes missed can only be made up within that semester.

Full tuition fee refunds are payable if:
The School is unable to provide the academic program or unit for 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 which is published in the 2013 Undergraduate Student Handbook and on the School’s website at www.acsa.sa.edu.au.

Fee Protection:
Student fees are protected by an Australian Government recognised Tuition Assurance Scheme through the Australian Council for Private Education and Training (ACPET).

In the unlikely event that Adelaide Central School of Art defaults, for unforeseen reasons, and is unable to provide a course of study or continue a course of study, ACPET will arrange for students to enrol in a similar course of study and receive full recognition for any successfully completed unit of study already undertaken.

Students will not be charged for any unit of study they have already paid for at Adelaide Central School of Art.