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 2015 Schedule of Fees.

Additional charges may include a fee for late enrolment ($120).

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 Instalment deposit must be received no later than the following closing dates:

Continuing students: 28 November 2014
New students: 20 January 2015

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.

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 of the enrolment form, including unit selection and declaration agreeing to the Terms and Conditions of Enrolment
- Payment of all tuition fees, Student Services and Amenities fees and any other compulsory fees by the prescribed date for their 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. Continuing students will be considered enrolled on completion of the following requirements:

- Completion and submission of the enrolment form by the enrolment due date
- Enrolling 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 for their enrolment to be valid. Failure to pay fees by the prescribed date will lead to termination of enrolment.
- Valid enrolment by the census date or the student will be regarded as having deferred or withdrawn from the course

Availability of Course Units

Prospective 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 course for which there are insufficient enrolments. The School may impose enrolment quotas on particular subjects when there are space and resource restraints. Quotas may be modified by the Academic Administrator on the advice of the Head of Department. Although every care is taken to ensure that students are not inconvenienced, courses may not always be timetabled at the same time from one semester to the next.

Places in Classes

- Continuing students will have priority for places in classes, according to the date of enrolment, then places will be allocated to new students.
- The School may require students enrolled in a class be relocated to a class at another time slot if enrolments in the first class exceed the class size limit.
Withdrawals

All applications for withdrawal from units of study must be submitted by completing the Application for Withdrawal Form. A withdrawal fee of $75 per unit of study applies.

For Withdrawals On or Before the Semester 1 Census Date of 9 March 2015

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. 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 a 30 day invoice for the withdrawal fee.

For non FEE-HELP students:
The minimum 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 Withdrawals After the Semester 1 Census Dates of 9 March 2015

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 (such as 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 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. 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.
Please refer to page 10 of this handbook for further information on attendance.

Full Tuition Fee Refunds
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 – see the Student Grievance Policy and Procedures document available from the School’s website.