

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

Payment of fees

- Tuition fees and enrolment apply to each semester.
- The student agrees to pay the tuition fees, student amenities fees and additional charges in accordance with the 2010 Fee Schedule.
- Additional charges may include a fee for late enrolment (\$50).
- 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 student loan scheme.
- Payment of semester tuition fees in full/FEE-HELP application/instalment deposit must be received no later than the CLOSING DATE of 8 January 2010.
- Unpaid tuition fees outstanding after the closing date will incur a 20% administration fee (except enrolments submitted with a FEE-HELP application)

Places in courses

- Places in courses will be allocated firstly to continuing students, according to the date of enrolment, then secondly to new students.
- Places in courses are not confirmed until the enrolment form and payment arrangement have been received by the School.

Withdrawals from units of study

ALL applications for withdrawal from units of study must be submitted in writing to the Academic Administrator.

A withdrawal fee of \$120 per unit of study will be charged.

For withdrawal on or before the census date (8th March 2010):

- **For FEE-HELP students:** provided that correct formal withdrawal procedures have been followed, including notifying the Academic Administrator 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 \$120 per unit of study (eg. if withdrawing from 6 subjects the withdrawal fee will be \$720).
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 withdrawal fee of \$120 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.

For withdrawal after the census date (8th March 2010):

- **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 \$120 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 \$120 per unit of study will apply.

Non-Attendance

- No refund or release from financial commitment will be granted for non-attendance
- Tuition fees apply for a semester and 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 ACSA Student Handbook and on the School's website at www.acsa.sa.edu.au.

Fee Protection:

Protection of student fees are in place by way of 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.

I have read and I accept the Adelaide Central School of Art Terms and Conditions of Enrolment:

Signed:(applicant) **Dated:**/...../.....