



## Terms and Conditions of Enrolment Semester 2 2023

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

### Payment of fees

Tuition 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 additional charges in accordance with the 2023 Schedule of Fees.

The School reviews the tuition fees on an annual basis. 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 student loan schemes.

Students applying for FEE-HELP will receive an email request to complete an online FEE-HELP application after submitting their enrolment form.

Payment of semester fees or submission of the online FEE-HELP application form must be received no later than the following closing dates:

**Semester 1: 27 February 2023**  
**Semester 2: 31 July 2023**

### 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;
- Completion and submission of the enrolment form by the enrolment due date;
- Payment of tuition 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 tuition 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.

### 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 Diploma of Visual Art is six years.

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.

### 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.

### Privacy Notice

- We may disclose your personal information to Australian Government Agencies, including Services Australia, where this is required or authorised by Australian law.
- Information about your enrolment with us may be disclosed if you are claiming or receiving a payment from Services Australia.
- You are still required to notify Services Australia of any change in circumstances that may affect your payment.

**Personal** information disclosed to Services Australia is protected by law, including the *Privacy Act 1988*. More information about the way Services Australia handles personal information can be found on their website:

<https://www.servicesaustralia.gov.au/individuals/privacy>



## 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 Census Date

**Semester 1: 14 March 2023**

**Semester 2: 14 August 2023**

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.

### 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.

### Leave of Absence

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

Students can apply to take leave from their course of study for up to 12 months.

A student can apply for leave of absence no more than two consecutive times, a total of 2 years absence (four semesters). Each 12 month application must be submitted on the prescribed form and approved by the Academic Administration Manager.

Students who do not re-enrol in their course and do not obtain approved leave of absence will be considered to have discontinued the course. If they wish to resume their course of study in the future, they must submit a written request to recommence their studies.

See Leave of Absence Policy for more information.

If you have any questions about the maximum course duration or taking leave of absence from your course of study, please contact the Student Liaison Officer.

## 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 Teaching & Studio Building and away from the undercover workshop and teaching spaces.

### 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.

### Risk Assessments

Students must complete a risk assessment for any projects or activities that may present any health, safety, ethical, or legal risks, or which breaches any rule, policy or code of conduct of ACSA. Students are encouraged to discuss such projects with their lecturer/facilitator/supervisor in the first instance and then submit a risk assessment for approval 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.

### 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 in at 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.

