Fee Policy

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Previous versions	Student Handbook 2008 - 2025
Current version	29 September 2025
Approval	Board of Governors, 29 September 2025
Scheduled review date	September 2028
Threshold Standard	7.2
Responsible person	CEO

1. Purpose

This Fee Policy outlines the principles and procedures governing the payment, administration, and refund of tuition and related fees at Adelaide Central School of Art (ACSA). It aims to ensure transparency, fairness, and consistency in all fee-related matters for students.

2. Scope

This policy applies to all students enrolled in award programs.

3. Fee Structure

3.1 Tuition Fees

Tuition fees are reviewed annually and the updated Schedule of Fees is published on the Adelaide Central School of Art website and in the student handbook.

Fees differ based on program type and study load (full-time or part-time).

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. Fees are reviewed annually and are current for the calendar year (January to December).

3.2 Materials & Studio Fees

Certain courses may incur additional fees for materials, studio access, or equipment usage. These fees are listed in course outlines.

3.3 Administration Fees

Late enrolment, replacement testamur, academic transcript, locker hire, access card and replacement student ID cards may attract administrative fees.

4. Payment Terms

4.1 Payment Options

4.1.1 Payment in full by the enrolment request due date

Semester fees are paid in full upon enrolment request submission (cash, cheque or credit card / EFTPOS) on or before the tuition fee due date.

OR

An initial deposit of 20% of the total semester's fees is payable upon enrolment request submission with the outstanding balance paid on or before the tuition fee due date.

If the outstanding balance is not paid by the tuition fee due date, a 20% administration fee will apply to this amount.

4.1.2 FEE-HELP

The Commonwealth government student loan scheme is available to any Australian citizen with a tax file number and is applicable to all or part of tuition fees.

The census date is the last day for students to withdraw from the course without incurring a FEE-HELP debt. Students applying for FEE-HELP will receive an email request to complete the electronic Commonwealth Assistance Form (eCAF) once the enrolment has been confirmed. To secure a place, students must complete the eCAF by the tuition fee due date.

4.1.3 Instalment plan

A signed instalment agreement must accompany the enrolment request form. An initial deposit of 25% of the semester's total fees is due and payable upon enrolment request submission, or before the tuition fee due date.
The balance of fees plus 20% administration fee is payable in fortnightly or monthly instalments according to the signed instalment agreement.

4.2 Late Payment and Non-Payment of Fees

Unless there are exceptional circumstances (see below), failure to pay fees according to payment guidelines and deadlines will result in the enrolment not being processed. Late enrolments will incur a late fee of $120. Students who do not pay full fees for the academic period will not be permitted to enrol in a subsequent academic period until such time as the debt is either paid in full or an agreement reached about the method of payment.
Students indebted to ACSA will not be issued with academic transcripts or any other official credentials and will not be permitted to graduate. Fees not paid by the tuition fee due date will also incur an administration fee of 20% of the outstanding balance.

4.3 Collection of Unpaid Fees

ACSA is obligated to collect all unpaid fees. Students indebted to ACSA will receive a statement of outstanding charges in each semester (after the census dates) requesting payment.
For debts outstanding for more than 90 days after the payment deadline, students will be notified in writing of a final deadline for, after which time their enrolment will be cancelled.

5. Refunds and Withdrawals

5.1 Full Tuition Fee Refunds

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

5.2 Debt Collection

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

5.3 Appeals

Students wishing to appeal a decision made regarding application for refunds should follow ACSA's non-academic grievance procedure. The Student Grievance Policy and Procedures available on the website.

5.4 Withdrawals

5.4.1 For withdrawals on or before the census date.

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, students 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, fees paid will be fully refunded.

Alternatively unused tuition fees paid can be held in credit for other tuition within our award program.

5.4.2 For withdrawals after the census date.

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.

6. Special circumstances

In cases where special circumstances prevent the completion of one or more units of study, students can apply to have the FEE-HELP debt re-credited (FEE-HELP students) or the tuition fees refunded (non-FEE-HELP students).

7. Financial Support

Students enrolled in 75% or more of the full-time load may be eligible to apply for Centrelink benefits (such as Youth Allowance, Austudy and Abstudy) and should enquire directly to their local Centrelink office. A 75% workload is equal to 20 credit points per semester.
Centrelink is an Australian government statutory agency that delivers a range of Commonwealth services to the Australian community.
Centrelink offers financial assistance to eligible students:

- ABSTUDY provides help with costs for Aboriginal and Torres Strait Islander Australians undertaking study
- Austudy provides financial help to full-time students 25 years and older
- Youth Allowance provides financial help for people 16 – 24 years of age
- Student Start-up Loan provides two payments per year to help with material costs.

For further information on these and other payments provided by Centrelink, visit humanservices.gov.au

8. Fee Protection

The Tuition Protection Service protects students in the event a course of study provided by an approved HELP provider ceases to be provided after it starts but before it is completed.
As an approved higher education provider under the Higher Education Support Act 2003 Adelaide Central School of Art Incorporated meets the Tuition Protection Service requirements. Further information on the Tuition Protection Service is available here:
https://www.education.gov.au/tps/higher-education-students

9. RELATED DOCUMENTS

- Student Handbook
- Schedule of fees
- Student Grievance Policy

Contact Information:
Operations Manager
Adelaide Central School of Art
Phone: 8299 7300
Email: finance@acsa.sa.edu.au
Website: https://acsa.sa.edu.au

Appendix A:
Schedule of Fees

Adelaide Central School of Art

As at 22 October 2025

The fee structure at Adelaide Central School of Art is based on a Credit Point System, equivalent to similar higher education institutions.

Tuition fees are reviewed annually. For additional details please refer to ACSA's Fee Policy and Student Handbook.

Annual fees for an equivalent full time study load [EFTSL] of 1 is: $23,940

The following fees are listed per unit of study, per semester.

Level 1	EFTSL	Credit Points	Tuition Fee
Drawing 1.1	0.167	8	$3,990
Art History & Theory 1.1	0.083	4	$1,995
Contemporary Studio Practice 1.1	0.083	4	$1,995
Painting 1 or Sculpture 1	0.167	8	$3,990

Level 1	EFTSL	Credit Points	Tuition Fee
Drawing 1.2	0.167	8	$3,990
Art History & Theory 1.2	0.083	4	$1,995
Contemporary Studio Practice 1.2	0.083	4	$1,995
Sculpture 1 or Painting 1	0.167	8	$3,990

Level 2	EFTSL	Credit Points	Tuition Fee
Drawing 2.1	0.167	8	$3,990
Art History & Theory 2.1	0.083	4	$1,995
Contemporary Studio Practice 2.1	0.083	4	$1,995
Elective	0.083	4	$1,995
Elective	0.083	4	$1,995

Level 2	EFTSL	Credit Points	Tuition Fee
Drawing 2.2	0.167	8	$3,990
Art History & Theory 2.2	0.083	4	$1,995
Contemporary Studio Practice 2.2	0.083	4	$1,995
Elective	0.083	4	$1,995
Elective	0.083	4	$1,995

Level 3	EFTSL	Credit Points	Tuition Fee
Studio Practice 3.1	0.250	12	$5,985
Art History & Theory 3.1	0.083	4	$1,995
Drawing 3.1	0.083	4	$1,995
Elective	0.083	4	$1,995

Level 3	EFTSL	Credit Points	Tuition Fee
Studio Practice 3.2	0.333	16	$7,980
Art History & Theory 3.2	0.083	4	$1,995
Professional Studies 3.1	0.083	4	$1,995

Honours	EFTSL	Credit Points	Tuition Fee
Honours Studio Practice 1.1	0.375	18	$8,977.50
Honours Research Methods 1.1	0.125	6	$2,992.50

Honours	EFTSL	Credit Points	Tuition Fee
Honours Studio Practice 1.2	0.375	18	$8,977.50
Honours Research Methods 1.2	0.125	6	$2,992.50

2026 Academic Dates

Intensive Study Period 1	**12 Jan – 30 Jan**
Tuition Fee Due Date*	1 Jan
Census Date	15 Jan
Enrolment Closing Date for Continuing Students	17 Nov 2025

Semester 1 2026	**9 Feb – 12 Jun**
Tuition Fee Due Date*	19 Feb
Census Date	5 Mar
Enrolment Closing Date: Continuing Students	17 Nov 2025

Semester 2 2026	**13 Jul – 13 Nov**
Tuition Fee Due Date*	27 Jul
Census Date	10 Aug
Enrolment Closing Date for Continuing Students	11 May
Application Closing Date for New Students	1 Jun
Enrolment Closing Date for New Students	29 Jun

Offer Round 1: BVA, ADVA, DVA: Academic Entry	
Application Closing Date	17 Nov 2025
Enrolment Closing Date	15 Dec 2025

Offer Round 2: BVA (Hons), BVA, ADVA, DVA: All applicants	
Application Closing Date	11 Jan
Enrolment Closing Date	2 Feb

Intensive Study Period 2	**22 Jun – 10 Jul**
Tuition Fee Due Date*	11 Jun
Census Date	25 Jun
Enrolment Closing Date for Continuing Students	11 May

Other Fees and Expenses	
Late enrolment fee	$130
Replacement testamur	$85
Academic transcript	$25
Academic transcript urgent (issued within 48 hours)‡	+$15
Record of study (unofficial)	free
Locker hire per semester	$25
Refundable key/access card/security deposit	$50
Refundable L3 & Hons studio deposit	$100
Replacement student ID card	$25

*(submission of eCAF for FEE-HELP or upfront payment)

Payment options

Adelaide Central School of Art has been approved to offer students' access to the Commonwealth Government FEE-HELP Student Loan Scheme. For full details, please visit http://www.studyassist.gov.au so you are well informed about this option before choosing your method of payment.

Art materials are not included in the tuition fees. They are an additional expense. Full time students can expect to pay approximately $700 - $800 extra for materials in the first year. Materials can be purchased at the School from
Central Artist Supplies: ph. (08) 8271 6912.

TUITION FEE DUE DATES

Intensive Study Period 1:	**1 January 2026**
Semester 1 2026:	**19 February 2026**
Intensive Study Period 2:	**11 June 2026**
Semester 2 2026:	**27 July 2026**

TUITION FEE PAYMENT OPTIONS

1. **Payment in full:**

   Tuition fees are paid in full (cash, cheque or credit card/EFTPOS) on or before the Tuition Fee Due Date.

   OR

   An initial deposit of 20% of the total semester's fees is payable upon enrolment and the outstanding balance paid on or before the Tuition Fee Due Date.

   If the outstanding balance is not paid by this date, a 20% administration fee will apply to this amount.

2. **FEE-HELP:**

   The Commonwealth Government Student Loan Scheme is available to any Australian citizen with a tax file number, and is applicable to all or part of tuition fees.

   If you are applying for FEE-HELP, once your enrolment forms have been submitted you will receive an email request to complete an *eCAF* (Electronic Commonwealth Assistance Form) online. **You must complete your *eCAF* by the Tuition Fee Due Date**.

3. **Instalment Plan:**

   A signed instalment agreement must accompany the enrolment form.

   An initial deposit of 25% of the total semester's fees is due and payable by the Tuition Fee Due Date.

   The balance of fees (plus 20% administration fee) is payable in fortnightly or monthly instalments according to the signed instalment agreement. Payment of instalments by bank direct debit or automatic credit card authority is encouraged.

OTHER FEES AND EXPENSES – Payment options

1. **Payment in full**

   Upfront payment is usually required when fees are incurred.

2. **Payment Plan**

   A signed Payment Plan Application/Agreement must be submitted promptly after fees are incurred. If approved payment will be required within 60 days or within agreed terms.

CENSUS DATES:

Intensive Study Period 1:	**15 January 2026**
Semester 1 2026:	**5 March 2026**
Intensive Study Period 2:	**25 June 2026**
Semester 2 2026:	**10 August 2026**

The census date is the last day you can withdraw from the course without incurring the cost of tuition for that semester (applies to both upfront payment and FEE-HELP debt).