

TERMS AND CONDITIONS OF ENROLMENT

The Terms and Conditions applicable to enrolment at Photography Studies College (Melbourne) for the Bachelor of Photography course are outlined below. We support our students' learning experiences by providing tuition fees payment options which include accessing the Australian Governments FEE-HELP scheme or self-funding.

1. GENERAL

1.1 Photography Studies College (Melbourne) undertakes to provide all course tuition sessions to the student subject to the student attending regularly and working systematically through the unit of study.

1.2 The student is required to provide their own camera accessories and materials for the proper function of their unit of study.

1.3 Field excursions, where conducted, may incur additional fees not covered under the terms of this enrolment

1.4 The student undertakes to abide by the policies and procedures of the College. These are available on the website and in the Student Handbook.

2. FEES PAYABLE

2.1 A non-refundable enrolment fee is included in all enrolment agreements and confirms enrolment acceptance.

2.2 Tuition fee payment options include accessing the Australian Government's FEE-HELP scheme or self-funding. In the case of self-funding students, completion and signing of the Enrolment Form constitutes an agreement by the student and/or the account payer to pay the tuition fees as and when due, for the period of study agreed. Unit of study results may be withheld pending full payment of any outstanding fees or charges.

3. DEFERRALS, WITHDRAWALS & REFUNDS

Photography Studies College (Melbourne) understands that circumstances may interfere with a students' ability to complete their course or a particular unit of their course. These deferral, withdrawal and refund terms and conditions are applicable to all domestic students who need to defer or withdraw from the course:

3.1 In the event of a student deferring or withdrawing from a unit of study up to and on the census date* for that unit of study:

- The student who is accessing FEE-HELP will not incur a FEE-HELP debt; and/or
- The self-funding student will be refunded 100% of tuition fees paid for that unit of study
- No fine or penalty will be imposed for deferral or withdrawal from studies prior to the census date

3.2 In the event of a student deferring or withdrawing from a unit of study after the census date for that unit of study:

- The student will either incur a FEE-HELP debt or if a self-funding student, no refund will be applicable

3.3 All students deferring or withdrawing from the course are required to attend an exit interview with an academic staff member and complete a deferral or withdrawal form.

3.4 The payment of an Enrolment Fee is confirmation of your enrolment and is not refundable

4. REFUND PROCEDURES

4.1 Refunds will be made within 28 days of the census date of the unit of study to which the withdrawal/ deferral applies.

5. SPECIAL CIRCUMSTANCES

5.1 A student who withdraws after the census date for a unit of study and who has incurred a FEE-HELP debt, may apply for special consideration in line with the *PSC Student Review Procedures for Re-crediting a FEE-HELP Balance Policy*.

* Each unit of study has a census date that is no earlier than 20% of the way through that unit of study. All students are informed of the census date for each unit of study in accordance with the relevant Administration Guidelines issued by the Commonwealth Department.