

## National Art School Fee Policy

All fees are charged according to the units being studied and are payable annually on initial enrolment into the course and then for subsequent years at the rate applicable at the time of re-enrolment.

Fees are reviewed annually and may increase.

### Payment of Fees

Tuition fees are calculated and payable at the time of enrolment or re-enrolment. All students are provided with details of fees and deadlines in enrolment packs and current fee schedules are available from Student Services. Students who are not seeking FEE-HELP support are normally required to pay the full fee prescribed for the year in which they are studying, as indicated in their offer letter or re-enrolment form at the time of enrolment.

A late enrolment penalty fee of \$200.00 will be applied to all enrolments after the published deadline. Failure to pay fees according to the payment guidelines may result in a student's enrolment being cancelled.

Students who fail to pay a fee and who are indebted to the NAS will not be permitted to attend classes, receive a Transcript of Academic Record and Testamur and will not be permitted to graduate until outstanding fees or charges have been paid.

### Applying for FEE-HELP

To apply for a FEE-HELP loan, you will need a tax file number (TFN) and a Request for FEE-HELP assistance form (this is only available from NAS). Before you sign and submit your form you must read the FEE-HELP information booklet. The form will ask you to provide your tax file number. If you don't have a TFN, you can give NAS a Certificate of application for a TFN. This certificate is available from the Australian Taxation Office (ATO) after you have applied for a TFN. Contact the ATO on 13 28 61 for TFN information.

You must submit the signed and completed form to NAS before the census date. If you do not submit your form on or before the census date, you will not be eligible for a FEE-HELP loan, and you will be liable to pay tuition fees upfront.

**Note:** You have six weeks from the census date of a unit to correct any errors on your form that would prevent you from being eligible for FEE-HELP

To be eligible for FEE-HELP assistance for a unit of study, you must:

- meet the citizenship or residency requirements
- be enrolled in a unit that meets the course requirements
- not have exceeded his or her FEE-HELP limit
- be enrolled in the unit on or before the census date for the unit and remain so enrolled at the end of the census date
- meet the Tax File Number (TFN) requirements
- have completed, signed and given to an appropriate officer of NAS a Request for FEE-HELP assistance form on or before the census date.

### Loan fee and amount of FEE-HELP debt

If the loan relates to FEE-HELP assistance for a unit of study that forms part of an undergraduate course of study, the amount of the FEE-HELP debt is the amount of the loan plus 25% and is incurred by the student immediately after the census date for the unit.

## **Reasonable Adjustment and Protected Fee Enrolments**

The School will make reasonable adjustments to the tuition fees, fee policy and procedures to enable a student with a disability to participate in education on the same basis and cost as a student without a disability.

The School may make reasonable adjustments to tuition fees charged in order to protect continuing enrolments from significant changes in fee levels.

## **Non Payment of Fees**

Failure to pay tuition fees or submit a Request for FEE-HELP assistance form according to payment guidelines and deadlines will result in a student's enrolment being cancelled unless they have exceptional circumstances (see below). Should a student enrol late, a \$200 penalty fee may be levied.

Students indebted to the NAS will not be issued with academic transcripts or any other official credentials and will not be permitted to graduate.

All outstanding debts are recorded on the student information system. The recovery of outstanding fees is the responsibility of Student Services. Students who are indebted to NAS will receive a statement of outstanding charges in each semester (after the census dates) requesting payment.

When a debt is outstanding for more than 90 days after the payment deadline, Student Services will forward the student a reminder letter for payment with a warning that their enrolment will be cancelled and if they remain indebted beyond a date determined by the Registrar, that their enrolment be cancelled and that they be denied permission to re-enrol.

## **Withdrawal from the Course**

Where notification of withdrawal is received before the commencement of classes, NAS will refund any tuition fees paid and the student will not incur a FEE-HELP debt.

Where notification of withdrawal is received after classes commence but on or before the census date for that unit NAS will refund all tuition fees paid. However a late withdrawal penalty fee levied per credit point will be payable by the student. Where a student is in receipt of FEE-HELP and their notification of withdrawal is received after classes commence but on or before the census date for that unit their FEE-HELP balance will be re-credited and the student invoiced the late withdrawal penalty fee and the student will be classed as a debtor until these debts are recouped.

Where notification of withdrawal is received after the census date NAS is not able to refund any of the tuition fees, except under exceptional circumstances as identified in this policy.

## Reduced Study Load

Where applications for reduced study load have been approved before the census date refunds may be granted and FEE-HELP debt will not be incurred for subjects not taken.

Where applications for reduced study load have been approved after the census date refunds and re-crediting of FEE-HELP balances may only be granted in exceptional circumstance. Please read the NAS Fee-Help Review Policy for further information.

Where applications for reduced study load are for the next Academic year tuition fees for that year will be calculated according to the units to be studied in during the year.

## Course Leave

Where applications for course leave have been approved on or before the census date refunds may be granted and FEE-HELP debt will not be incurred.

Where applications for course leave have been approved after census date refunds and re-crediting of FEE-HELP balances may only be granted in exceptional circumstance. Please read the NAS Fee-Help Review Policy for further information.

Where applications for course leave are approved for the next Academic year tuition fees will applied in the normal fashion.

**NB please note that applications for reduced study load and course leave are only granted in exceptional circumstances. Please refer to Student Handbook regarding applications for course leave and reduced study load.**

## Refund of Fees under Exceptional Circumstances

Exceptional circumstances are occurrences beyond your control, which may affect your studies in the duration of the course. For example, medical condition, jury duty, family bereavement, natural disaster etc. Certified and acceptable documentary evidence must be submitted with any application to alter progression in the course. A student may receive a partial refund of tuition fees if their circumstances may have prevented them from withdrawing, taking leave or applying for a reduced study load from the course prior to the census dates. These refunds are at the discretion of NAS. Where students are in receipt of FEE-HELP the School's FEE-HELP Review Policy is applied.

## International Students

### Total Refunds

A total refund may be made to an applicant/student with a withdrawal penalty fee of \$200 in the following circumstances:

- an offer of a place is withdrawn
- National Art School is unable to provide the course
- Notice of withdrawal due to exceptional circumstances and prior to the commencement of the academic year
- student fails to meet degree progression rules and not permitted to re-enrol who has paid in advance of exclusion notification

### Partial Refunds (half the tuition fee)

Please note: The guidelines for partial refunds apply equally to commencing students and continuing students. Partial refunds may be made to an applicant/student in the following circumstances:

- withdrawal from an offer of a place prior to Friday of Week 2

## **Grounds for Refunds**

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for either a total or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund. Exceptional circumstances may include:

- Inability to obtain a student visa;
- Illness or disability;
- Death of a student or close family member (parent, sibling, spouse or child); or
- Political, civil or natural event which prevents full payment of fees;
- Change of visa status (conditions apply).

There are no refunds to students in the following circumstances:

- withdrawal from a course after Friday of Week 3
- a visa is cancelled

This student refund agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

## **Fees Refunds for International Students who obtain Permanent Residency**

An international student who is granted permanent resident status in Australia will be eligible to pay local full fees applying to domestic students.

Permanent resident status is recognised from the date stamped on the student's passport, not the date on which the application for status is made.

If the student has already paid the tuition fees applying to international students, a total refund of these fees will be payable to the student if, in the first year of enrolment the student has obtained permanent resident status by the census date for that unit.

If the student obtains permanent resident status after the census date in a semester, the student will be classified as an international student for the remainder of that unit. From the following semester, the student will be classified as a permanent resident and will be liable to pay full fees applying to domestic students.

The student must submit a certified copy of their passport as evidence of their changes status or a letter from the Department of Immigration and Citizenship granting permanent residency to Student Services for the change in status to be made.

## **Methods of Payment**

NO FEES can be accepted in cash.

### **Accepted methods of payment:**

Personal or bank cheque (made payable to the National Art School)

Money order

Visa

Mastercard

Eftpos

## **Goods and Services Tax (GST)**

The GST legislation provides that the supply of an education course is GST-free. Tertiary courses are defined by a Ministerial Determination and an Australian Taxation Office (ATO) Ruling.

Tertiary courses are GST-free as they meet the national accreditation requirements for a tertiary course in accordance with the relevant Ministerial Determination.