Terms and Conditions of Enrolment
TERMS AND CONDITIONS OF ENROLMENT

For units of the Advanced Diploma of Photography course

Welcome to Photography Studies College (Melbourne). When you enrol at our College, you join a multi award winning learning community with extensive experience in providing specialised photographic education. The College seeks to facilitate your learning experience by providing flexible enrolment and payment options, including an option to pay your fees in instalments if required. The Terms and Conditions applicable to your enrolment at Photography Studies College (Melbourne) are outlined below.

1. GENERAL

1.1 Photography Studies College (Melbourne) will provide tuition as agreed in the Enrolment Form, provided all fees are paid when due. A non-refundable administration fee is included in all enrolment agreements and confirms enrolment acceptance.

1.2 The student will provide their own camera, accessories and materials. Field excursions and workshops (where not paid for at the time of enrolment) are additional to the tuition fees covered under the terms of this enrolment.

1.3 The student undertakes to abide by the rules, regulations and policies set down by the College. Further details are provided in the Photography Studies College (Melbourne) Student Handbook and on the website.

2. COURSE TRANSFERS & DEFERMENTS

2.1 Photography Studies College (Melbourne) understands that circumstances may interfere with a students’ ability to complete a particular unit or units of their course. For semester and/or year enrolments, a student may be eligible to transfer to another course or defer their course until a later commencement date, providing all tuition fees applicable to that enrolment period are paid. Transfers and deferments can be applied for prior to and up to the first 10 weeks after course commencement. They must be applied for in writing and once approved are valid for no more than one semester. Students will generally not be permitted to transfer or defer their studies more than once in any given stage.

3. WITHDRAWALS & REFUNDS

3.1 All requests for withdrawal from a course, and/or fee refunds that may be applicable to a course withdrawal, must be made in writing and once approved will be paid within 28 days.
3.2 Once enrolment is accepted, written requests for withdrawal can be made 14 days or more prior to course commencement. A full refund of any payments made, less the non-refundable administration fee, will be granted.

3.3 Written requests for course withdrawal received less than 14 days but prior to course commencement will result in the deduction of the full deposit and the non-refundable administration fee from any refund.

3.4 Written requests for withdrawal from the course on or after the date of course commencement will incur a four week cancellation fee, over and above fees for services already rendered as follows:

- If full payment of fees has been received, the College will refund any tuition fees paid relating to the remainder of the course after the expiry of the four-week cancellation period, less the full deposit and the non-refundable administration fee.

- If full payment of fees has not been received, the College will require payment of tuition fees covering educational services already provided plus the four-week cancellation fee less the full deposit and the non-refundable administration fee.

3.5 No refunds are provided for missed tuition sessions regardless of the circumstances.

4. FEES PAID BY INSTALMENTS via DIRECT DEBIT

4.1 Completion and signing of the Enrolment Form constitutes a binding agreement by the student and/or the account payer to pay the full amount of fees due, on the due dates, for the period of enrolment. The student must ensure there are sufficient funds in the nominated account on the dates the fees are to be direct debited.

4.2 If the direct debit is unable to be processed due to insufficient funds being in the account, it will be subject to a $6.00 dishonour fee. This dishonour fee will be added to the student's account as due and payable at the date of each default.

4.3 Defaults in payments due will result in collection procedures to obtain outstanding fees. This may result in the student being ineligible to continue in the course or to have course results and work produced for assessment withheld pending full payment of any outstanding fees or charges.