

TERMS AND CONDITIONS OF ENROLMENT

- **Essential Camera Skills**
- **Creative Photography Certificate**
- **Pro-Photography Certificate**
- **Advanced Diploma of Photography**

1. GENERAL

Photography Studies College (Melbourne) (PSC) supports our students' learning experiences by providing flexible enrolment and payment options, including an option to pay tuition fees in instalments if required. The Terms and Conditions applicable to enrolment at PSC for the courses listed are outlined below

PSC undertakes to provide tuition in the course of your choice provided all fees are paid when due. A non-refundable administration fee is included in all enrolment agreements and confirms enrolment acceptance. You are required to provide your 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. All students undertake to abide by the policies and procedures of the College. These are available on the website.

2. COURSE TRANSFERS & DEFERRALS

PSC understands that circumstances may interfere with a students' ability to complete their course or a particular unit of their course. Students 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 deferrals must be applied for in writing and can be applied for prior to and up to the mid-point of the course. Once approved they are valid for up to two semesters.

3. FEES PAID BY INSTALMENTS via DIRECT DEBIT

By enrolling you and/or the account payer are agreeing to pay the full amount of fees due and to the terms of the Client Service Agreement for Direct Debit Pay Plan for the period of enrolment. Sufficient funds should be made available in the nominated account on the dates the fees are due to be direct debited. Payment defaults may 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

4. WITHDRAWALS & REFUNDS

All requests for withdrawal from a course, and /or any applicable fee refunds must be made in writing and once approved will be paid within 28 days. If a withdrawal is requested 14 days or more prior to course commencement, a refund of any tuition fees received, less the non-refundable administration fee will be made. If a withdrawal is requested less than 14 days before but prior to course commencement, a refund of any tuition fees received, less the full deposit and the non-refundable administration fee will be made. Where a withdrawal is requested on or after course commencement date, a four-week cancellation fee will be incurred, in addition to fees payable for educational services already rendered, including the full deposit and the non-refundable administration fee. If full payment of fees has been received in advance, the College will refund any tuition fees paid relating to the remainder of the course after the expiry of the four week cancellation period. If full payment of fees has not been received, the College will require payment of fees covering all fees due in accordance with these withdrawal conditions. No refunds are provided for missed tuition sessions regardless of the circumstances. Contact the College to arrange catch up classes or to gain access to recorded sessions where available.