

# Terms and Conditions



## Census date

The census date is the last day you can withdraw from a unit of study without incurring financial liability or academic penalty. The census dates are available on our website and are different for each course. If you are using VET Student Loans as a payment method we will provide an invoice at the start of each term to ensure you have all the information you need to make your study and payment decisions.

## Withdrawal policy

### **Withdrawal from a unit of study on or before the census date**

Sydney Design School has a procedure for withdrawing from a unit of study. The Notification of Withdrawal Form can be located under “Important Forms” in the Student Hub of the eCampus. Complete the online form and submit. The form is automatically emailed to the Student Registrar. If you withdraw prior to the census date no fees will be incurred.

### **Withdrawal from a unit of study after the census date**

Students may follow the above procedure to withdraw from a unit of study after the census date. However please note that full payment is required for the units of study that have been commenced and, or, completed once the census date has past. We recommend that you have a meeting with the General Manager before proceeding with a withdrawal that will occur after the census date to ensure that you are aware of all the available information that may impact your decision.

## Deferment policy

### **Deferral from a unit of study after the census date**

Deferment after commencement of your course or unit of study is allowed in exceptional circumstances as determined by the General Manager. To defer your course or unit of study complete the Deferment Application form located in the Student Hub of the eCampus under “Important Forms”. The form is automatically emailed to the Student Registrar. If approved, the Student Registrar will provide a written confirmation of your deferment.

Upon deferment:

- / you are required to re-commence your studies in the next intake, best suited to the School and you, subject to course availability; and
- / payment is required for the units of study commenced and, or, completed after the census dates for those units (if you are on an instalment plan you will be notified of any outstanding fees).

## Instalments

Students paying by monthly instalments will receive an instalment schedule on the first day of classes that will show the monthly payment amounts and the due dates. This will be issued to you so that you will be able to acknowledge your agreement to the payment plan. If a student becomes more than two months in arrears of their agreed instalment plan and have not contacted the Finance Manager with regards to their particular circumstance, then Sydney Design School reserves the right to temporarily suspend their access to online resources and attendance at sessions on campus.

## Course cancellation and timetable changes

All classes are subject to cancellation if minimum numbers are not reached. Course content, Educators and timetables are subject to change at the discretion of Sydney Design School. Students will be contacted via email of any course/schedule changes within a reasonable period of time. Class timetables are available in the Student Hub on the eCampus.

## Design Kit

Enrolment in the Certificate IV, Diploma or Advanced Diploma course indicates your agreement to purchase a Design Kit from Sydney Design School. The cost is \$550 (incl. GST) and is payable prior to your first day. The Design Kit can only be paid direct by the student and is not VET Student Loan applicable.

An invoice will be emailed as part of your induction process. The Design Kit fee is fully refunded if you withdraw prior to course commencement.

No refund is applicable after the Design Kit is received on your first day of class.

## Student Handbook

A copy of our Student Handbook is provided at the time of enrolment and contains a comprehensive list of Sydney Design School policies and procedures, student obligations and responsibilities, assessment guidelines, student support services and information on our campus and staff. You must read the handbook before submitting your enrolment to Sydney Design School. Enrolment in the Certificate IV, Diploma or Advanced Diploma course signifies your acknowledgment of having read the handbook and that you agree to abide by the conditions contained therein.

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By: NW