



# UNIVERSITY SENIOR COLLEGE

## TERMS AND CONDITIONS OF ENROLMENT

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When students are accepted for enrolment, parents\*/caregivers/legal guardians (\*the term 'parents' used throughout this document also refers to legal guardians and caregivers) and students are asked to sign a declaration on the Student Enrolment Form that they agree to abide by the Terms and Conditions of Enrolment and the Rules and Regulations of the College. By signing this declaration, parents and students understand, acknowledge and accept:

- All policies and procedures of University Senior College at Adelaide University Inc ("USC" or "the College"). In particular that illegal drugs, alcohol and tobacco are prohibited at or in the vicinity of college and university campuses.
- The College reserves the right in its absolute discretion to suspend a pupil for disciplinary purposes whether temporarily or permanently without a refund of fees.
- Students have regular and frequent access to the main campus of The University of Adelaide.
- USC takes responsibility for students during teaching hours while they are on either the College or The University of Adelaide campuses. Students may leave the campuses between classes.
- USC takes no responsibility for the loss or theft of property, or for the safety of students when either driving or passengers in motor vehicles. Students enrolled for subjects at another institution are bound by the codes of that institution.
- Subjects in the published curriculum will be offered only if class numbers are viable.
- In circumstances where a student requires urgent medical treatment and it is not possible to communicate with a parent of a student who is under 18 years of age, the College is authorised to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners. This will be done at parents' expense.
- Students may be required and parental permission is granted, to attend organised school excursions and activities as part of a course of studies. They may also be required to view films and multimedia presentations where appropriate.
- A part time study program is not recognised as an appropriate pathway through USC and enrolment cannot be guaranteed for students who wish to pursue study programs other than those listed on the "Tuition Fees Schedule". The Principal may consider individual cases on merit. Students may undertake hybrid courses across both year levels 11/12 and institutions USC/University of Adelaide.
- All students will be charged on a Full Time Enrolment basis. Only those students who are studying a SACE language externally or who are enrolled in the University of Adelaide Headstart program will be provided with a tuition fee reduction, to be calculated on a pro rata basis, per subject.
- Where library privileges are granted to a student, parents will act as guarantor for the student in the proper use and return of library materials and any charges associated with loss, damage or late return of library materials.
- Parents will be financially liable for any charges incurred where the student exceeds the printing allowance and/or Internet download limits allocated by the College.
- The published scale of fees and terms of payment as outlined in the "Tuition Fees Schedule", acknowledging that USC has the right to amend these from time to time.

## **TERMS AND CONDITIONS OF ENROLMENT (CONT.)**

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- A late payment fee of 1% per month is charged on overdue accounts. If tuition fees fall overdue by more than 30 days, USC reserves the right to withdraw the student from the College subject to payment of the full outstanding account. USC reserves the right to refer any overdue debt to a debt collection agency, in which case the parent will also be responsible for the payment of debt collection fees and/or expenses.
- The terms and conditions of the “Cancellation and Refund policy” as stated below having special regard to the required written notice period and the charging of penalty fees.
- Any variation in the terms and conditions set out in this document may only be made after discussion with the Principal. Any such variations will be confirmed in writing by USC.

### **CANCELLATION AND REFUND POLICY**

- If a student wishes to withdraw from a subject they must complete the necessary documentation with the relevant Dean. These forms must be signed by the parents, guardian or carer and the Principal.
- The subject withdrawal may result in the student becoming ineligible for the Partner’s Pathway.
- All students are charged on a full time enrolment basis and a subject withdrawal will not result in a tuition fee reduction or credit.
- If a student wishes to withdraw their enrolment at the College they must complete the necessary documentation with the relevant Dean. These forms must be signed by the parents, guardian or carer and the Principal.
- The College requires one term’s notice in writing before withdrawal, and normal fees are due and payable during the notice period.
- Failure to give one term’s notice in writing will incur penalty fees.
- The notice period does not commence until the completed documentation, signed by the parents, guardian or carer, is received and signed by the Principal.
- USC will refund within 28 days all tuition fees paid in advance less any penalty fees where applicable.
- A Refund will not be issued to Year 12/13 students after the commencement of Term 3.