To all prospective students

Welcome and congratulations on taking the first step on a pathway to University Senior College (USC). This brochure presents a snapshot of USC and the information will provide you with a better understanding of the unique pathway offered in our authentic transition to university studies.

USC staff are all experienced and highly qualified senior secondary teachers who are committed to the development of lifelong learners. Staff aim to prepare you for entry to your preferred university course and impart the skills and understanding to ensure future success. At USC you will participate in an academically focussed learning program, delivered by specialist subject teachers, in a supportive and responsive adult learning environment. The flexible timetable is designed to allow ready access to individual support and help you develop as an independent learner. Every teacher at USC has been given the time in their daily routine to provide each student with support and guidance beyond the conventional classroom setting.

As the school is embedded on the North Terrace campus of the University of Adelaide, our students have ready access to a wide variety of contemporary and high quality learning resources including the Barr Smith Library and Hub Central. Our partnership with the university ensures that the learning pathway is enriched through regular exposure to distinguished academics who are at the cutting edge of innovative research and emerging technologies. USC students also have the advantage of being within easy reach of the Art Gallery, Museum, Parliament House, Law Courts, Zoo, Botanic Gardens and many other wonderful resources within the city precincts.

Classes at USC provide an authentic transition to a university style of learning and students receive clear guidance through our extensive mentoring program on how best to function in an adult learning environment. In addition to all of this, USC graduates are guaranteed a place at the University of Adelaide through our exclusive Partner’s Pathway.

I hope that this brochure gives you a better understanding of what USC can offer and how we provide every student with a unique pathway into their preferred university course and future career.

Yours sincerely

Bob Holloway
PRINCIPAL
SOUTH AUSTRALIAN CERTIFICATE OF EDUCATION (SACE)

All USC students study to qualify for the SACE. There are two stages:

- Stage 1, which most students do in Year 11
- Stage 2, which most students do in Year 12.

Each successfully completed semester subject earns 10 credits, with a minimum of 200 credits required for students to gain the SACE certificate.

Students will receive a SACE grade for each subject from A to E.

The compulsory subjects are:

- Personal Learning Plan  10 credits (Stage 1) usually completed in Year 10
- Literacy  20 credits (Stage 1) (either English or English as an Additional Language)
- Numeracy  10 credits (Stage 1) (either Mathematics or General Mathematics)
- Research Project  10 credits (Stage 2) usually completed in Semester 2 of Year 11
- Other Stage 2 subjects  60 credits.

For compulsory subjects, students need to achieve a C grade or higher.

The remaining 90 credits are gained through Stage 1 or Stage 2 subjects or other Board-recognised courses.

STAGE 1 SUBJECTS

At USC, full-time students must select 6 subjects per semester at Stage 1, no matter how many SACE credits the student has already accrued.

<table>
<thead>
<tr>
<th>Arts/English/Humanities &amp; Social Sciences</th>
<th>Mathematics/Science/Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancient Studies</td>
<td>Accounting</td>
</tr>
<tr>
<td>Australian and International Politics</td>
<td>Biology</td>
</tr>
<tr>
<td>Chinese (Background Speakers)</td>
<td>Chemistry*</td>
</tr>
<tr>
<td>Drama</td>
<td>General Mathematics</td>
</tr>
<tr>
<td>Economics</td>
<td>Mathematical Methods</td>
</tr>
<tr>
<td>English</td>
<td>Physics*</td>
</tr>
<tr>
<td>English as an Additional Language (EAL)</td>
<td>Psychology</td>
</tr>
<tr>
<td>Geography</td>
<td>Specialist Mathematics*</td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Languages (External)</td>
<td></td>
</tr>
<tr>
<td>Legal Studies</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Visual Arts – Art</td>
<td></td>
</tr>
<tr>
<td>Visual Arts - Design</td>
<td></td>
</tr>
</tbody>
</table>

- * These subjects must be studied for two semesters for continuation in Stage 2.
- Specialist Mathematics is only available if Mathematical Methods is also selected or has been completed previously.
- In total, a maximum of three selections of Art and/or Design can be made (i.e. a full year of Art and one semester of Design OR a full year of Design and one semester of Art.
- All other subjects can be selected once or twice depending on individual preference.
CURRICULUM

STAGE 2 SUBJECTS

At USC, students following our Partner’s Pathway are required to study 5 full subjects at Stage 2. Once the requirements of the SACE are achieved, students will gain an Australian Tertiary Admission Rank (ATAR) based on their highest scoring 90 credits at Stage 2 or equivalent. This can include the Research Project as a half-subject (10 credits), plus the equivalent of another half-subject.

Students will be awarded grades from A+ to E-. These grades will be converted to a numerical score for the calculation of the ATAR. Undertaking 5 full subjects at Stage 2 will provide some flexibility with the calculation of the ATAR, enable students to fulfil the pre-requisites that they require for possible tertiary courses and fulfill our Partner’s Pathway requirements. SATAC will automatically calculate the best ATAR from the results of the completed subjects.

The subjects which are to be offered at Stage 2 are shown in the table below. There is no requirement for students to select from either column. However, students must be mindful of the pre-requisites of their intended tertiary courses, particularly if they are interested in pursuing interstate options.

<table>
<thead>
<tr>
<th>Arts/English/Humanities &amp; Social Sciences</th>
<th>Mathematics/Science/Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian and International Politics</td>
<td>Accounting</td>
</tr>
<tr>
<td>Chinese (Background Speakers)</td>
<td>Biology</td>
</tr>
<tr>
<td>Classical Studies</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Drama</td>
<td>Mathematical Applications</td>
</tr>
<tr>
<td>Economics</td>
<td>Mathematical Studies</td>
</tr>
<tr>
<td>English Communications</td>
<td>Physics</td>
</tr>
<tr>
<td>English Studies</td>
<td>Psychology</td>
</tr>
<tr>
<td>English as a Second Language Studies</td>
<td>Specialist Mathematics</td>
</tr>
<tr>
<td>Geography</td>
<td></td>
</tr>
<tr>
<td>Legal Studies</td>
<td></td>
</tr>
<tr>
<td>Modern History</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Visual Arts – Art</td>
<td></td>
</tr>
<tr>
<td>Visual Arts - Design</td>
<td></td>
</tr>
</tbody>
</table>
TUITION FEES SCHEDULE FOR 2016

The School Council has determined that the following schedule of fees shall apply for the 2016 school year.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Full Year Tuition Fees - Full Time Enrolment</td>
<td>$9,000</td>
</tr>
<tr>
<td>2016 Services Fee#</td>
<td>$1,570</td>
</tr>
<tr>
<td>Application fee, including GST (once only, non-refundable)</td>
<td>$66</td>
</tr>
<tr>
<td>Enrolment fee (once only, non-refundable)</td>
<td>$200</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,836</strong></td>
</tr>
<tr>
<td>University Senior College Building Fund Levy</td>
<td>$150</td>
</tr>
<tr>
<td>(Voluntary annual contribution, tax-deductible)</td>
<td></td>
</tr>
</tbody>
</table>

Year 11 students enrolling in Semester 2 will be charged $4,500 (being 50% of the annual tuition fee) and a Services Fee of $1,050. **TOTAL charge for Semester 2 including application and enrolment fees is $5,816.**

FULL TIME ENROLMENT FOR YEAR 11 STUDENTS:

**SEMESTER 1**

- 6 Stage 1 subjects
- If necessary, PLP is to be completed off-line (PLP Administration Charge - $350)

**SEMESTER 2**

- 5 Stage 1 subjects and the Research Project or
- 6 Stage 1 subjects

FULL TIME ENROLMENT FOR YEAR 12 STUDENTS IS DEFINED BY ONE OF THE FOLLOWING COMBINATIONS:

- 5 Stage 2 Double Unit subjects or;
- 4 Stage 2 Double Unit subjects coupled with the Research Project or;
- 4 Stage 2 Double Unit subjects and 1 Stage 2 Single Unit subject.

PART TIME STATUS

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 above. The Principal may consider individual cases on merit. Students may undertake hybrid courses across both year levels.

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. The fee reduction will be calculated on a pro rata basis, per subject.

# SERVICES FEE

The Services Fee will be charged with the first instalment of fees and is non-refundable once the student has completed the first week of Term 1. The Services Fee includes charges for the use of University of Adelaide facilities, insurance, library membership, IT charges, internet access and intranet services, ID cards, year book, student diary and life time membership of USCOSA (“USC Old Scholars’ Association”).

UNIVERSITY SENIOR COLLEGE BUILDING FUND LEVY

The voluntary levy of $150 will be billed in March 2016, and is tax-deductible.

MUSIC FEES

Please refer to the separate fee schedule titled “2016 Music Fees Schedule”.
TUITION FEES SCHEDULE FOR 2016 (CONT.)

The School will also bill students for the following where applicable:

Subject specific text books from the School’s book list where purchased through the School, subject study guides, Personal Learning Plan (PLP) administration charge ($350), art supplies, excursions, English and Drama performances, safety glasses and competition fees.

SCHEDULE AND TERMS OF PAYMENT

Tuition Fees will be invoiced in three instalments (as below):

All outstanding accounts are to be finalised without exception by 31 August 2016.

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Due by:</th>
<th>Amount due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instalment 1</td>
<td>17 December 2015</td>
<td>$4,570 (Instalment 1 $3,000 + $1,570 Services Fee)</td>
</tr>
<tr>
<td>Instalment 2</td>
<td>29 April 2016</td>
<td>$3,000</td>
</tr>
<tr>
<td>Instalment 3</td>
<td>31 August 2016</td>
<td>$3,000</td>
</tr>
<tr>
<td>TOTAL including application and enrolment fees</td>
<td></td>
<td>$10,836</td>
</tr>
</tbody>
</table>

FEE DISCOUNTS

- Full Year Tuition Fees paid in full prior to 10 December 2015 will attract an early payment discount of 2% off tuition fees ($180).
- Family Discounts are 10% off tuition fees for the Second Child ($900) and 20% off tuition fees for Other Children ($1,800). Sibling discounts generally do not apply where some other form of assistance, such as a scholarship, has been provided.

PLEASE ALSO NOTE THE FOLLOWING

- Fees billed outside these periods (i.e. for enrolments after 10 December 2015 or for Semester 2 enrolments) must be paid by the end of the following month.
- Other Charges (i.e. text books and study guides) must also be paid by the end of the following month.
- Fees can be paid weekly, fortnightly or monthly however an annual account keeping fee of $33 (GST inclusive) will be charged to cover administrative costs.
- Payment can be made by cash, cheque, money order, credit card, and direct debit, EFT or B-PAY. Payment can also be made by American Express, subject to a 3% surcharge.
- A late payment fee of 1% per month will be charged on overdue accounts.
- Any expenses incurred by the use of debt collectors or other collection agencies are the responsibility of those guaranteeing fee payments.

CANCELLATION AND REFUND POLICY

- If a student wishes to withdraw from a subject or leave the College they must complete the necessary documentation with the relevant Dean. These forms must be signed by the parents/guardian and the Principal.
- One term’s notice, in writing, is required where a student wishes to change subjects, withdraw from a subject, or leave the College. 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, 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.
- 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.
TERMS AND CONDITIONS OF ENROLMENT

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.
- 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” set down in the Tuition Fees Schedule 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.
1. Students are asked to complete the enclosed Application form and return it with the Application fee of $66 (GST inclusive and non refundable) to USC.

2. On receipt of the Application form the Enrolment Officer will make contact to arrange a time for the student, with at least one parent or guardian, to attend an interview.
   - During the interview, subject choices will be discussed, and the student will be asked to complete a short aptitude test and essay.
   - Students are asked to bring the current and previous year’s school reports. **Without these, the enrolment process cannot be finalised.**

3. Shortly after the interview, students are notified whether (or not) their application for enrolment has been successful. If successful, the offer of a place at USC will be made. Enrolment can be secured by completing the USC Enrolment forms and returning them to the College with the Enrolment fee of $200 (also not refundable) within two weeks of the receipt of the offer.

4. Enrolled students are invited to a subject selection evening in Term 4 when they can meet with subject teachers and have an opportunity to discuss their subject choices for the coming year.

5. Students are expected to attend an orientation program, which takes place during the week prior to the commencement of formal lessons. Students enrolling for Semester 2, year 11 also attend an orientation program late in Term 2.

6. Students enrolling for Year 12 or 13 are required to attend the transition lectures held at the end of the current year for the subjects of intended study in the following year at USC. A programme is distributed during Term 4.
1. University Senior College (“USC” or “the School”) collects personal information, including health and other sensitive information about students and parents, carers and/or guardians (“Parents”) before and during the course of a student’s enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.

2. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of the School require certain information to be collected and disclosed.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Commonwealth Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012. We may ask you to provide medical reports about students from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, volunteers and counsellors.

6. Personal information collected from students is regularly disclosed to their Parents.

7. The School may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

8. The School’s Privacy Policy sets out how Parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the student, or where students have provided information in confidence.

9. The School’s Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

10. A copy of the Privacy Policy will be made available to any members of the School community on request and can also be accessed via the USC website at https://usc.adelaide.edu.au

11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

12. On occasions information such as academic achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities and events may be taken for publication in School newsletters and magazines and on our website. The School will obtain separate permissions from the students’ Parents prior to publication.

13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.