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### **CONDITIONS OF ENROLMENT AT AICA- FULL TIME**

1. I understand that should any course be cancelled by AICA then a full refund of all monies will be refunded within thirty working days of the cancellation.
2. I understand that should I cancel in writing within forty five (45) or more days prior to the commencement of the first day of the course then all monies will be refunded.
3. I understand that should the cancellation be less than forty five (45) days then a 10% administration fee will apply and 90% of all fees paid will be refunded to me.
4. I understand that the deposit is non-refundable.
5. I understand that course fees are not refundable once a course has commenced. Any applicable refund will be paid to the person who originally paid the course fees.
6. I accept that AICA reserves the right to increase fees at any time including material costs and subject levies.
7. I understand that when group transportation is supplied by AICA for field trips, I will be invoiced accordingly
8. I understand that AICA has the right to cancel a course if there are an insufficient number of candidates.
9. I understand that payments of all courses are to be made by Credit Card / Bank Cheque / Personal Cheque or Money Order payable to AICA. All invoices are to be paid in full prior to the commencement of each term.
10. I understand that I must fulfil the requirements of the course to the satisfaction of the course tutor and attend all course components to be eligible for a Statement of Attainment, Certificate II, III & IV in Visual Arts, Certificate IV in Photoimaging, Certificate IV in Training & Assessment, Diploma of Graphic Design, Diploma of Ikebana & the Arts, Diploma of Photoimaging, Diploma of Visual Arts - whichever the case may be.



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11. I understand that failure on my part to complete any written assignments on time and to a satisfactory standard will affect my certificate/diploma grade. I also understand that to achieve competency is to be undertaken at my expense.
12. I understand that if I do not fulfil all course requirements satisfactorily, I will not receive a Statement of Attainment, Certificate or Diploma - whatever the case may be.
13. I understand that the following may affect my grade and be grounds for dismissal from the course:
  - Lack of punctuality on my part
  - Failure on my part to cooperate reasonably and treat with respect other trainees, students and the AICA personnel.
  - Illegal drug use
  - Attending classes intoxicated
14. I understand that AICA reserves the right to check student bags and lockers if they suspect a student of drug/alcohol abuse. This will only occur after there has been evidence of socially unconscionable and threatening behaviour from the student. The check would require two members of staff to be involved and a written report to be made.
15. AICA expects the behaviour and demeanour of trainees to be of a professional standard and any disruptive behaviour that inhibits or disrupts the learning process for other trainees and that is deemed unsuitable may result in exclusion from class. No refunds will be given for exclusion for disruptive behaviour. It is a requirement that trainees complete all set course evaluation and assessment tasks and failure to complete will result in no-issue of Certificates and/or Diplomas.
16. I will accept as final all decisions made by AICA in regards to course changes, certification, grading and dismissal from the course.
17. I understand that, if I am absent due to illness or unexpected family commitments, I will contact AICA Head Office immediately and that I must make up all work missed. Arrangements to do so will be finalised at AICA's discretion.
18. I accept financial responsibility for any books, materials or equipment borrowed by me from AICA.



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19. I understand that I am responsible for providing the necessary books and materials to complete the course.
20. I understand that upon successful completion of the course, AICA will advise and guide me in seeking employment but will not guarantee or arrange such employment.
21. I have read and understand the requirements as shown in the Student Handbook and Enrolment Application document.
22. AICA accepts no responsibility or liability for loss, damage or corruption of data on any equipment owned or controlled by AICA.
23. I understand Internet usage is limited to sites for AICA work only, Email usage is for study related issues only.
24. I understand that if I fail to pay the fees in full that AICA has the right to hold onto any of my work including portfolios until payment is made. AICA also has the right to not release my Certificate/Diploma if fees are not paid in full.
25. I understand that I will be responsible for the payment of all necessary materials as required, and any further costs incurred (eg. printing etc) will be invoiced at the end of each term and payable in full.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Date