

Parent Consent Form for students under the age of 18

Policy and Procedures

For a complete copy of all policies of Alphacrucis College please refer to the policy and procedure manual at <http://ac.edu.au/ppm/>

Policy for Fees and Payments

All fees and charges are stated in and are to be paid in Australian dollars.

Tuition fees are payable per semester, in advance. Students must review the Student Agreement or International Student Agreement, for visa holders, before the commencement of the course of study. This agreement includes payment dates and options. No student may commence studies unless tuition fees are paid or, for those students who are eligible, a FEE-HELP, VET Student Loan Assistance form has been lodged.

If, after the census date of the semester, a student's tuition fees are not paid, or the student has not undertaken the appropriate steps to defer the payment of tuition fees through the FEE-HELP, VET Student Loan Assistance form lodgement, or the student has not made alternate arrangements, then the student's enrolment in the subject or unit may be automatically cancelled. The student may receive a fail grade for the unpaid subject or unit and may be removed from class. In the case of international students, a letter will be sent to notify that the college will be cancelling the student's enrolment, in which they will have 20 working days to access the complaints and appeals process. Students who are unable to pay tuition fees may choose to contact the Registry and withdraw from their course, subject or unit of study before the census date to avoid this fail grade.

Students with outstanding fees will not be issued any academic transcripts and will not be permitted to graduate.

Students will also be refused the following services:

1. access to assessment results
2. access to buildings and computer labs
3. access to e-learning course material
4. course enrolment
5. access to library facilities

If a student's enrolment was cancelled due to outstanding fees, they may request to be re-enrolled; the late enrolment fee will be applied. A student whose enrolment was cancelled will carry the debt and will not be permitted to enrol until the outstanding amount has been paid in full or an agreement has been made between the student and AC.

Continuing students who fail to enrol by the enrolment date will be charged a late enrolment fee. This fee must be paid before enrolment will be processed. The enrolment date will be published on the college website. Students who have difficulty making payments must make an appointment with the AC accounts department as soon as practicable.

Withdrawal

Withdrawing from a subject or unit prior to the census date for that semester is permitted without affecting the student's transcript and fees will be refunded in full. The student must submit the online Variation of Enrolment form to indicate withdrawal.

A student who withdraws from a subject or unit after the census date will receive a fail grade on his or her transcript and is not entitled to a refund.

Privacy policy

Alphacrucis is committed to ensuring the privacy of all information it collects. As a registered company, Alphacrucis is bound by the National Privacy Principles as set out in the Privacy Amendment (Private Sector) Act 2000.

In protecting the privacy of personal and health information entrusted to it, Alphacrucis will meet its statutory requirements under the Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA).

Refund Policy for Students eligible for FEE-HELP/VET Student Loan Assistance

A student who withdraws from a course and has received FEE-HELP or VET Student Loan assistance, will have their FEE-HELP or VET Student Loan balance re-credited with the amount equal to the amount of FEE-HELP or VET Student Loan assistance that they received for a subject or unit, if:

- The student withdraws on or before the census date; or
- The student applies in writing within 12 months after the commencement of the subject or unit and AC is satisfied that special circumstances apply to the student.

Refunds are not automatic – where a refund is due the student must complete two processes to receive a refund:

1. The student must notify AC in writing of their intention to withdraw; and
2. The student must seek a refund

The student must formally request a refund by completing AC's Online Refund Request Form. This must be included with the written notice of intention to withdraw or received by Registry within 30 days of this written notice. All refunds will be made within 28 days after AC receives a written refund claim.

Declaration

I understand and accept the Policies and Procedures of Alphacrucis College.

I wish to be considered for entry into the program that I have nominated. I declare that the information that I have provided herein is true and accurate to the best of my knowledge:

Signature of Applicant: _____ Date (dd/mm/yyyy): __/__/____

Because you are under 18, you MUST have a parent or guardian sign this form:

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date (dd/mm/yyyy): __/__/____