



PARENT CONSENT FORM FOR STUDENTS AGED UNDER 18

30 Cowper Street
Parramatta NSW 2150
Website: www.ac.edu.au

ABN: 13 072 747 187

RTO: 90525 TEQSA: PRV12006

CRICOS Provider: Alphacrucis University College Limited 00958A

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

PRIVACY

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). [The Electronic Publishing and Resource Use Policy](#) outlines AC's privacy and confidentiality statements.

FEEES AND PAYMENTS

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

Tuition fees are payable per teaching period, 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 must be lodged prior to their first census date.

If, after the census date of the teaching period, 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 FEE-HELP, VET Student Loans Assistance, 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 AC 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 Student Progressions team 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 with outstanding fees will also be refused access to the following services: course and unit enrolment, assessment results, access to buildings, library and computer labs, e-learning course content and material.

If a student's enrolment was cancelled due to outstanding fees, they may request to be re-enrolled; a late enrolment fee may 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 can 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.

WITHDRAWALS

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.



REFUNDS

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

- a) the student must notify AC in writing of their intention to withdraw
(Variation of Enrolment Form for current students);
- b) 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 the Student Experience Department within 30 days of this written notice.

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

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.

A refund may be granted to a student who makes changes to, or withdraws from a subject or unit, after census date, provided evidence is supplied, for exceptional circumstances, that the student had ceased attendance by the census date, and was unable to notify AC for reasons beyond his or her control.

Refunds for visa refusal (International students applying for a visa to study in Australia)

If an international student is seeking a refund prior to commencing study with AC because of a visa rejection, the student must provide AC with written notification and a copy of documents evidencing the refusal including an original letter from the Australian Embassy, High Commission or Immigration Office.

Note – International Students (Australian student visa holders/applicants) must be 18 before commencement of studies.

APPLICANT DECLARATION

- I understand and accept the complete Policies and Procedures of Alphacrucis University College.
- I wish to be considered for entry into the program that I have nominated in my AC Application.
- I declare that the information that I have provided herein is true and accurate to the best of my knowledge.

First Name: _____ **Family Name:** _____

Signature: _____ **Date:** _____

PARENT/GUARDIAN DECLARATION

- I confirm that I am the legal parent/guardian of the above applicant and give consent for this application.

First Name: _____ **Family Name:** _____

Signature: _____ **Date:** _____