

2018

# Bachelor of Fine Arts



## Undergraduate Tuition Fee Schedule

Domestic Students

# Undergraduate Tuition Fee Schedule 2018 - Domestic Students

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# Undergraduate Tuition Fee Schedule 2018 - Domestic Students

## Introduction

The following is a summary of the current tuition fees and payment options only. This information is provided as a guide to assist your understanding of the Bachelor of Fine Arts fees. Fees are subject to annual review and may increase each year.

- Any changes to fees are implemented at the beginning of an academic year and apply to all eligible students for the remainder of their course.
- Fees are invoiced on a semester basis.
- All fees are in Australian dollars

## Application Fee

All applications attract a non-refundable application fee of AUD\$150.00  
Payment of the application fee must be made before your application will be considered

The Fee Refund Policy is available at:  
<https://www.nida.edu.au/courses/undergraduate/nida-student-policies>

## Payment Options

Domestic students have two options for paying fees:

- 1. Upfront payments:**  
You can pay:
  - In full,
  - By semester,Or
  - On an instalment plan, with a payment schedule negotiated with NIDA
- 2. Deferred payment via FEE HELP (for FEE HELP eligible courses only)**  
No payment is required at the time of enrolment or re-enrolment if you access FEE HELP.

### Upfront

Tuition fees are to be paid in advance before the commencement of each study period.

You can either elect to pay in full upfront or a portion upfront, with the balanced deferred to FEE-HELP.

If you elect to pay your tuition fees up front, this does not prevent you from accessing FEE-HELP at any time, provided a *Request for FEE-HELP assistance form* is lodged before the relevant Census Date for each study period.



## **FEE-HELP\***

The National Institute of Dramatic Arts has been approved by the Commonwealth Government to offer FEEHELP.

FEE-HELP is a loan scheme that assists eligible fee-paying students to pay all or part of their tuition fees. The Commonwealth Government pays the fees directly to NIDA. Eligible students can borrow up to the FEE-HELP limit to pay their tuition fees.

A 25 per cent loan fee applies to FEE-HELP loans for undergraduate courses; this fee does not count towards the FEE-HELP limit. FEE-HELP does not cover any additional expenses such as course materials, art & technical equipment, or living expenses. There is no interest applied to the FEE-HELP debt, however it is indexed annually by the Australian Taxation Office (ATO) to maintain its real value by adjusting it in line with changes in the cost of living.

### **Eligibility**

To be eligible for FEE-HELP you must be an Australian citizen, or hold a permanent humanitarian visa whilst remaining a resident in Australia, or a permanent visa holder who is undertaking study for overseas-trained professional and will be a resident in Australia for the duration of studies.

### **When is a FEE-HELP debt incurred?**

You incur a FEE-HELP debt immediately after the census date for the study period for which you received FEE-HELP assistance. If you have requested a FEE-HELP loan, but change your mind about studying, you must cancel or defer your enrolment in writing from the subject(s) on or before the census date or you will incur a debt to the Commonwealth Government.

\*This information is current as of 08 June 2017. Any changes to government legislation will be updated when available. For more information about FEE-HELP, your rights & obligations, please visit the Commonwealth Government website: <http://studyassist.gov.au>

## **Census dates**

Census dates are the last date in a semester that you can withdraw without being liable for the semester tuition fees. If you withdraw from the course before midnight on the census date of second semester, you will not be financially liable for fees due for that semester. If you withdraw from the course after the census date, you will still be liable for fees due for that semester.

The Census date is the deadline for submitting your Request for FEE-HELP assistance form and/or submission of your Tax File Number (TFN). If you miss the Census date, you will not be eligible to access FEE-HELP for that study period and will be required to make upfront payments of your tuition fees. The Census Date is also the deadline for withdrawing or deferring from study without incurring the cost of your subject or a FEE-HELP debt. The Census date occurs at least 20% of the way through the study period.

The Census date occurs each study period. As a student, it is your responsibility to be aware of the Census date for each study period and confirming all your enrolment details before this date. It is also the last date that you can change your mind about studying without incurring academic penalty.

The census dates for the Bachelor of Fine Arts in 2018 are:

Semester 1	5 March 2018
Semester 2	13 August 2018.

## Tuition Fees

### BACHELOR OF FINE ARTS 2018

The Tuition Fees below apply to full time enrolment per year. Any changes in fees will be communicated to you prior to any formal offer of enrolment. All fees are in AUD and exempt of GST.

**All prices are quoted in Australian dollars (AUD) are subject to change without notice.**

Degree	Course Duration	2018 Annual Tuition Fee \$AUD *	Estimated Course Tuition Fee*
<b>Bachelor of Fine Arts (Acting)</b>	3 years	\$14277.96	\$42833.88
<b>Bachelor of Fine Arts (Costume)</b>	3 years	\$14277.96	\$42833.88
<b>Bachelor of Fine Arts (Design for Performance)</b>	3 years	\$14277.96	\$42833.88
<b>Bachelor of Fine Arts (Properties and Objects)</b>	3 years	\$14277.96	\$42833.88
<b>Bachelor of Fine Arts (Staging)</b>	3 years	\$14277.96	\$42833.88
<b>Bachelor of Fine Arts (Technical Theatre and Stage Management)</b>	3 years	\$14277.96	\$42833.88

**\*The tuition fees are reviewed each year and if you enrol you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.**

For details of tuition fees by course and subjects and for other costs associated with your chosen course for 2018, please refer to the specific course page in this schedule.

**Bachelor of Fine Arts (Acting)****Tuition Fees**

<b>Year 1, 2018</b>				
<b>Subject Code</b>	<b>Subject</b>	<b>Credit Points</b>	<b>EFTSL**</b>	<b>Tuition Fee*</b>
<b>Semester 1 2018</b>				
ACT7101A	Acting Studio	30	0.25	\$3569.49
ACT7102A	Acting Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7101A	Performance and Ideas	10	0.083	\$1189.83
COM7102A	Introduction to Collaboration	5	0.042	\$594.90
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
ACT7101B	Acting Studio	30	0.25	\$3569.49
ACT7102B	Acting Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7101B	Performance and Ideas	10	0.083	\$1189.83
COM7102B	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 1<sup>st</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>2<sup>nd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
ACT7201A	Acting Studio	30	0.25	\$3569.49
ACT7202A	Acting Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7201A	Performance and Ideas	10	0.083	\$1189.83
COM7203A	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2, 2018</b>				
ACT7201B	Acting Studio	30	0.25	\$3569.49
ACT7202B	Acting Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7201B	Performance and Ideas	10	0.083	\$1189.83
COM7203B	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 2<sup>nd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>3<sup>rd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
ACT7301A	Acting Studio	15	0.125	\$1784.75
ACT7302A	Acting Interdisciplinary Collaboration	30	0.25	\$3569.49
ACT7303A	Acting Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
ACT7301B	Acting Studio	15	0.125	\$1784.75
ACT7302B	Acting Interdisciplinary Collaboration	30	0.25	\$3569.49
ACT7303B	Acting Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 3<sup>rd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>

\*The tuition fees are reviewed each year and you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.

\*\* EFTSL – Effective Fulltime study Load: indicates the relative study load of a subject against a full time study load of 1.0 for an academic year

## Bachelor of Fine Arts (Acting)

### Additional Costs

Acting students must wear “blacks” to class every day; students need to make sure they have at least a couple of sets of blacks to get themselves through the week.

As a NIDA student you can receive a 20% full time student discount in store at *Bloch*, or alternatively *Dance Direct Online* offers reasonable online prices <http://www.dancedirect.com.au/>

### Acting Class Requirements

- Plain black pants (not jeans)
- Several black short and long sleeved t-shirts
- Black socks
- Black leather soled shoes

It is suggested that students purchase clothing of a suitable quality to avoid rapid dis-colouration or wear. Acting students must also supply their own make-up and soft black shoes.

### Movement/Dance Requirements

The following items are essential for the start of the course as you will need them in the second week of term when full classes commence.

#### Clothing

- Black dance pants
- Black leotard (female)
- Black convertible tights (female)
- Black T-shirt (male)
- Black leggings (male)
- Men's support

#### Shoes

- Flexi jazz shoes
- Black stage shoes
  - Female- S0320L *Bloch* Show-Case Women's Stage Shoe or similar
  - Male- S0310M *Bloch* Karacta Men's Canvas Shoe or similar

#### Equipment

- Yoga mat
- Knee pads (soft)

## **Recommended Reading**

While students are provided with the script of any plays they are involved in as part of the NIDA Production Program, students are encouraged to purchase other scripts and textbooks for subjects such as Performance and Ideas.

## **Information Technology Recommendations**

To access NIDA wireless (iWIRE) network, students are required to have access to a Laptop (Windows 7 and later), Macbook (Mac OS X 10.6 Snow Leopard or later) or a Tablet (less than three years old with wireless facility). All the devices should comply with 802.11a/b/g/n WPA-Enterprise security. All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, a 500GB hard drive or higher and an 8GB USB stick are also recommended, as is a DVD burner, for optimum visual graphics on your computer(Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.



## Bachelor of Fine Arts (Costume)

### Tuition Fees

Year 1, 2018				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
<b>Semester 1 2018</b>				
COS7101A	Costume Studio	30	0.25	\$3569.49
COS7102A	Costume Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7101A	Performance and Ideas	10	0.083	\$1189.83
COM7102A	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
COS7101B	Costume Studio	30	0.25	\$3569.49
COS7102B	Costume Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7101B	Performance and Ideas	10	0.083	\$1189.83
COM7102B	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 1<sup>st</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>2<sup>nd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
COS7201A	Costume Studio	30	0.25	\$3569.49
COS7202A	Costume Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7201A	Performance and Ideas	10	0.083	\$1189.83
COM7203A	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2, 2018</b>				
COS7201B	Costume Studio	30	0.25	\$3569.49
COS7202B	Costume Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7201B	Performance and Ideas	10	0.083	\$1189.83
COM7203B	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 2<sup>nd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>3<sup>rd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
COS7301A	Costume Studio	15	0.125	\$1784.75
COS7302A	Costume Interdisciplinary Collaboration	30	0.25	\$3569.49
COS7303A	Costume Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
COS7301B	Costume Studio	15	0.125	\$1784.75
COS7302B	Costume Interdisciplinary Collaboration	30	0.25	\$3569.49
COS7303B	Costume Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 3<sup>rd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>

\*The tuition fees are reviewed each year and you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.

\*\* EFTSL – Effective Fulltime study Load: indicates the relative study load of a subject against a full time study load of 1.0 for an academic year

## Bachelor of Fine Arts (Costume)

### Additional Costs

#### Equipment List

**All these items are to be purchased and labelled with your name prior to arrival at NIDA** - an engraving tool is available at NIDA if needed.

This equipment will be checked by your Head of Department by **1 February 2018**. You should consider your purchases as life-long investments. All tools on this list will be discussed in the first week of study, such that any queries can be addressed at that time.

#### Required Tools

- 1 pair of dressmaking shears (good quality '*Mundial*' or equivalent). Engrave your name on these.
- 1 pair of pinking shears
- 1 pair of craft scissors (for cutting paper, cardboard and other non-fabric materials)
- 2 pairs rubber gloves (one domestic pair and one industrial, heavy-duty pair for dying)
- 1 respirator with solvent filters
- 1 pair of long nose pliers (combination insulated, that can also cut wire)
- 1 unpicker
- 1 pack of tailors' wax (beeswax)
- 1 lint brush
- 1 tape measure (inches and centimetres)
- 1 plastic pattern-making ruler (centimetre square rule)
- 1 grading ruler (inches and centimetres). Can be obtained from quilters' stores.
- 1 pattern-making French curve
- 1 thimble
- 2 tracing wheels (sharp and blunt)
- 1 packet carbon tracing paper (*Burda* assorted colours)
- 1 packet tailors' chalk in various colours
- 1 large box of pearl-headed pins
- 1 stiletto (for making holes)
- 1 packet hand-sewing needles
- 1 thread snips
- 3 fine permanent markers (red, black, blue) – '*Sharpies*' are good
- Airbrush (*Delta* 81010 or similar)

*Most of these items can be bought from Greenfields (02 9212 1944, 30-36 Ann Street, Surry Hills).*

#### Optional Tools

- 1 camera or camera phone for taking photographs of classes, fittings and to start recording work for your portfolio
- 1 pattern notcher (can be bought from '*Henmark*' in Alexandria)
- 1 metre ruler (centimetres)
- 1 plastic sewing or fishing tackle box
- Laptop

## Stationery Requirements

- 1 address book with refill options or a digital version
- 1 A4 lined spiral notebook
- A supply of HB, B and 2B pencils, a pencil sharpener and a soft eraser
- Writing pens
- 1 strong stapler
- 1 paper hole-punch
- Invisible or 'magic' sticky tape and office style tape dispenser
- 1 A3 ring folder
- 3-4 A4 ring folders
- 1 box (100) A4 and A3 plastic sleeves

*During the term, additional stationery may be required at your expense. NIDA only supplies stationery for productions.*

## Clothing Requirements

Shortly after arriving at NIDA you will be required to have a set of black clothes for production work (a long sleeved black top and long black trousers). You should also have protective footwear to be worn in the workrooms and theatre spaces. For Costume students this means enclosed, comfortable shoes.

**Safe working clothing is COMPULSORY when in the workshop area.  
Closed shoes must be worn at all times in the workshop studios and theatres.**

## Recommended Reading

While students are provided with the script of any plays they are involved in as part of the NIDA Production Program, students are encouraged to purchase other scripts and textbooks for subjects such as Performance and Ideas.

## Information Technology Recommendations

To access NIDA wireless (iWIRE) network, students are required to have access to a Laptop (Windows 7 and later), Macbook (Mac OS X 10.6 Snow Leopard or later) or a Tablet (less than three years old with wireless facility). All the devices should comply with 802.11a/b/g/n WPA-Enterprise security. All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, a 500GB hard drive or higher and an 8GB USB stick are also recommended, as is a DVD burner, for optimum visual graphics on your computer(Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.

## Bachelor of Fine Arts (Design for Performance)

### Tuition Fees

Year 1, 2018				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
<b>Semester 1 2018</b>				
DFP7101A	Design for Performance Studio	30	0.25	\$3569.49
DFP7102A	Design for Performance Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7101A	Performance and Ideas	10	0.083	\$1189.83
COM7102A	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
DFP7101B	Design for Performance Studio	30	0.25	\$3569.49
DFP7102B	Design for Performance Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7101B	Performance and Ideas	10	0.083	\$1189.83
COM7102B	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 1<sup>st</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>2<sup>nd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
DFP7201A	Design for Performance Studio	30	0.25	\$3569.49
DFP7202A	Design for Performance Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7201A	Performance and Ideas	10	0.083	\$1189.83
COM7203A	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2, 2018</b>				
DFP7201B	Design for Performance Studio	30	0.25	\$3569.49
DFP7202B	Design for Performance Interdisciplinary Collaboration	15	0.125	\$1784.75
COM7201B	Performance and Ideas	10	0.083	\$1189.83
COM7203B	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 2<sup>nd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>3<sup>rd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
DFP7301A	Design for Performance Studio	20	0.167	\$2379.66
DFP7302A	Design for Performance Interdisciplinary Collaboration	30	0.25	\$3569.49
DFP7303A	Design for Performance Professional Practice	10	0.083	\$1189.83
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
DFP7301B	Design for Performance Studio	15	0.125	\$1784.75

DFP7302B	Design for Performance Interdisciplinary Collaboration	30	0.25	\$3569.49
DFP7303B	Design for Performance Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 3rd Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>

**\*The tuition fees are reviewed each year and you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.**

\*\* EFTSL – Effective Fulltime study Load: indicates the relative study load of a subject against a full time study load of 1.0 for an academic year



## Bachelor of Fine Arts (Design for Performance)

### Additional Costs

#### Equipment List

**All items marked with \* are to be purchased and labelled with your name prior to arrival at NIDA.**

This equipment will be checked by your tutors by **8 February 2018**. You should consider your purchases as life-long investments. You may consider buying a toolbox.

**Please Note:** Design for Performance students are also expected to purchase their own art equipment, drawing paper, cardboard and other material for models and should allow around \$1000 for this each year.

#### Essential Tools \*

*NB: Brand names are recommendations only. Stanley and Sidchrome are considered reliable brands.*

- 1 pair of protective goggles
- 8 metre metric steel tape (e.g. *Stanley*)
- 1 all purpose scissors
- 1 pair combination pliers (e.g. *Sidchrome*)
- 1 pair heavy duty rubber gloves
- 1 glue gun (decent quality)
- Respirator mask + filter (e.g. *Protector* single filter + RC 56R cartridge)
- 1 Snap blade cutting knife
- 1 Steel edge ruler
- 1 Cutting mat – A3 minimum
- PVA glue

#### Essential rendering equipment \*

- Selection of paints (inks, acrylics, watercolours and gouache)
- Selection of brushes, sketching pencils and rubbers
- 1 A2 Bond paper pad
- 1 A3 watercolour paper pad
- Charcoal sticks
- Selection of chalk pastels

## Compulsory Clothing \*

Safe working clothing is *COMPULSORY* when in the workshop area. Closed shoes must be worn at *ALL* times in the workshop studios and theatres. Protective footwear such as rubber-soled *Blundstones* are compulsory for use in all workshop areas and theatre spaces so you must have these at the beginning of your course.

Shortly after arriving at NIDA you will be required to have a set of black clothes (ie. long sleeved black top and long black trousers) for production work.

## Technical drawing equipment

- Scale rule: 300mm scale rule with 1:25 scale (this is not a common scale), e.g. *Kent* 63M
- Scale rule (the cheapest), *Staedtler* Mars 561 70-3 AU, AS 1212-3/300 metric (the red one) or similar
- Pencils: two mechanical pencils (0.5 mm), OR two clutch pencils and a clutch pencil
- Sharpener
- Assortment of suitable leads: H, F, HB and blue
- Plastic pencil eraser: *Staedtler* Mars Plastic 526 50 (for pencil) or similar
- Compass Set: *Kent* Speed Bow Compass Set 8004 or similar
- Masking tape: 25mm wide 3M General Purpose Masking Tape or similar

You can buy these drafting items yourself or take advantage of a NIDA package deal with *Draftex* to supply these items as a drafting kit at a very reasonable price. If you are interested in this deal, speak to your Theatre Drafting tutors early in the first semester.

## Recommended Reading

While students are provided with the script of any plays they are involved in as part of the NIDA Production Program, students are encouraged to purchase other scripts and textbooks for subjects such as Performance and Ideas.

## Information Technology Recommendations

To access NIDA wireless (iWIRE) network, students are required to have access to a Laptop (Windows 7 and later), Macbook (Mac OS X 10.6 Snow Leopard or later) or a Tablet (less than three years old with wireless facility). All the devices should comply with 802.11a/b/g/n WPA-Enterprise security. All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, a 500GB hard drive or higher and an 8GB USB stick are also recommended, as is a DVD burner, for optimum visual graphics on your computer (Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.

## Bachelor of Fine Arts (Properties and Objects)

### Tuition Fees

Year 1, 2018				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
<b>Semester 1 2018</b>				
POB7101A	Properties and Objects Performance Studio	20	0.167	\$2379.66
POB7102A	Properties and Objects Interdisciplinary Collaboration	15	0.125	\$1784.75
POB7103A	Properties and Objects Professional Practice	10	0.083	\$1189.83
COM7101A	Performance and Ideas	10	0.083	\$1189.83
COM7102A	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
POB7101B	Properties and Objects Performance Studio	20	0.167	\$2379.66
POB7102B	Properties and Objects Interdisciplinary Collaboration	15	0.125	\$1784.75
POB7103B	Properties and Objects Professional Practice	10	0.083	\$1189.83
COM7101B	Performance and Ideas	10	0.083	\$1189.83
COM7102B	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 1<sup>st</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>2<sup>nd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
POB7201A	Properties and Objects Performance Studio	30	0.25	\$3569.49
POB7202A	Properties and Objects Interdisciplinary Collaboration	5	0.042	\$594.92
POB7203A	Properties and Objects Professional Practice	10	0.083	\$1189.83
COM7201A	Performance and Ideas	10	0.083	\$1189.83
COM7203A	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2, 2018</b>				
POB7201B	Properties and Objects Performance Studio	30	0.25	\$3569.49
POB7202B	Properties and Objects Interdisciplinary Collaboration	5	0.042	\$594.92
POB7203B	Properties and Objects Professional Practice	10	0.083	\$1189.83
COM7201B	Performance and Ideas	10	0.083	\$1189.83
COM7203B	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>

<b>Total 2<sup>nd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>3<sup>rd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
POB7301A	Properties and Objects Studio	30	0.25	\$3569.49
POB7302A	Properties and Objects Interdisciplinary Collaboration	15	0.125	\$1784.75
POB7303A	Properties and Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
POB7301B	Properties and Objects Studio	30	0.25	\$3569.49
POB7302B	Properties and Objects Interdisciplinary Collaboration	15	0.125	\$1784.75
POB7303B	Properties and Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 3<sup>rd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>

**\*The tuition fees are reviewed each year and you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.**

\*\* EFTSL – Effective Fulltime study Load: indicates the relative study load of a subject against a full time study load of 1.0 for an academic year

## Bachelor of Fine Arts (Properties and Objects)

### Additional Costs

#### Equipment List

*All items are to be labelled with your name prior to their arrival at NIDA.*

This equipment will be checked by your Head of Department by **30<sup>th</sup> March 2018**. You should consider your purchases as life-long investments. Please do not purchase these tools if you have any doubts about which items to select, all tools on this list will be discussed in the first weeks of study, such that any queries can be addressed at that time.

#### Required WH&S Equipment and tools

- Respirator mask + filter (e.g. 3M Tekk half face respirator from Bunnings, or similar)
- 1 pair heavy duty chemical resistant rubber gloves
- 1 pair leather welding gloves
- 1 pair general purpose leather work gloves
- 1 pair of ear muffs or a supply of ear plugs
- 1 pair of safety spectacles
- Claw hammer 20oz. max.
- Cordless drill + Phillips head No. 2 screwdriver bits
- Set of H.S.S. drill bits 1.5mm – 6mm
- Hot glue gun to accept glue sticks of 12mm diameter
- Scale ruler, must have 1:25 scale
- 8 metre metric tape measure
- Scissors – general purpose
- 1 pair insulated combination pliers
- 1 pair long nose pliers
- 1 Olfa (L-1) knife or NT cutter (L- 450,500,550) + spare 18mm blades
- Adjustable spanner – approx. 200mm length
- USB flash drive, to back up your personal files
- Combination square
- 300mm double edged metric steel rule
- 6 x 150 slotted screwdriver
- No.2 point Phillips screwdriver



**In addition the following equipment will be necessary during the course; however it is not compulsory to have all the equipment immediately. It is possible to buy on an as needs basis.**

### **Art Equipment**

- Clay modelling tools
- Pencils (HB, 2B and 2H drafting)

### **Drafting and Model Making**

- Adjustable set square, *Angle-Line* Cat. No. 016030 or similar- no smaller (optional)
- Pencils, H, 2H, HB and /or Clutch/ Mechanical pencils 2H, H, HB, 0.5 mm lead
- Quality polymer eraser

If you already own drafting pens or wish to use ink, then bring this equipment to the classes. Some of the equipment is expensive and fragile, take care of it and it will last many years.

### **Required Clothing**

Shortly after arriving at NIDA you will be required to have a set of black clothes (i.e. Long sleeved black top, long black trousers and black shoes) for production work.

You should also have protective footwear (fully closed leather shoes) such as rubber-soled *Blundstones*. It is compulsory that you purchase these for the beginning of term for usage in all workshop areas and / or theatre spaces.

Safe working clothing is **COMPULSORY** when in the workshop area. Closed shoes with leather uppers must be worn at **ALL** times in the workshop studios and theatres.

### **Recommended Reading**

While students are provided with the script of any plays they are involved in as part of the NIDA Production Program, students are encouraged to purchase other scripts and textbooks for subjects such as Performance and Ideas.

### **Information Technology Recommendations**

To access NIDA wireless (iWIRE) network, students are required to have access to a Laptop (Windows 7 and later), Macbook (Mac OS X 10.6 Snow Leopard or later) or a Tablet (less than three years old with wireless facility). All the devices should comply with 802.11a/b/g/n WPA-Enterprise security. All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, a 500GB hard drive or higher and an 8GB USB stick are also recommended, as is a DVD burner, for optimum visual graphics on your computer (Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.

## Bachelor of Fine Arts (Staging)

### Tuition Fees

Year 1, 2018				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
<b>Semester 1 2018</b>				
STG7101A	Staging Performance Studio	25	0.25	\$2974.57
STG7102A	Staging Interdisciplinary Collaboration	20	0.125	\$2379.66
COM7101A	Performance and Ideas	10	0.083	\$1189.83
COM7102A	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
STG7101B	Staging Studio	25	0.25	\$2974.57
STG7102B	Staging Studio Collaboration	20	0.125	\$2379.66
COM7101B	Performance and Ideas	10	0.083	\$1189.83
COM7102B	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 1<sup>st</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>2<sup>nd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
STG7201A	Staging Studio	30	0.25	\$3569.49
STG7202A	Staging Interdisciplinary Collaboration	10	0.083	\$1189.83
STG7203A	Staging Professional Practice	5	0.042	\$594.90
COM7201A	Performance and Ideas	10	0.083	\$1189.83
COM7203A	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2, 2018</b>				
STG7201B	Staging Studio	20	0.167	\$2379.66
STG7202B	Staging Interdisciplinary Collaboration	20	0.167	\$2379.66
STG7203B	Staging Professional Practice	5	0.042	\$594.90
COM7201B	Performance and Ideas	10	0.083	\$1189.83
COM7203B	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 2<sup>nd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>3<sup>rd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
STG7301A	Staging Studio	30	0.25	\$3569.49
STG7302A	Staging Interdisciplinary Collaboration	20	0.167	\$2379.66
STG7303A	Staging Professional Practice	10	0.083	\$1189.83
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
STG7301B	Staging Studio	25	0.208	\$2974.57
STG7302B	Staging Interdisciplinary Collaboration	20	0.167	\$2379.66
STG7303B	Staging Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 3<sup>rd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>

**\*The tuition fees are reviewed each year and you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.**

\*\* EFTSL – Effective Fulltime study Load: indicates the relative study load of a subject against a full time study load of 1.0 for an academic year

## Bachelor of Fine Arts (Staging)

### Additional Costs

#### Equipment List

While NIDA supplies access to power tools we recommend that you come with a basic tool kit including:

#### Required WH&S Equipment and tools

- Respirator mask + filter (e.g. 3M *Tekk* half face respirator from Bunnings, or similar)
- 8M metric tape measure
- Claw hammer
- Combination square
- Pincers
- Pair of combination pliers
- Stanley knife
- Tool belt
- Adjustable spanner (200mm)
- General purpose leather work gloves
- Pair of safety specs
- Calculator (preferably scientific)
- Ear defenders (ear plugs are supplied)\*
- Set of bevel edge chisels  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , 1"\*
- Panel saw 20" hard point\*
- Tennon saw\*
- Cordless drill including Phillips bits #2\*
- Block plane\*
- Machinist scriber\*
- Engineers square\*
- Bevel gauge\*

\*Please note these tools can be purchased through NIDA at a later date

## **Drawing Equipment**

- Scale ruler (must have 1:25, 1:50, 1:10)
- Adjustable set square
- Protractor
- Drawing pencils (B, 2B, HB, H, 1H, 2H)
- Rubber and sharpener
- Compass

## **Other**

- A4 pad or ring binder (plain and lined) for your journal entries
- USB flash drive for backing up personal files
- Padlock (for the tool storage space provided)
- Personal camera/phone camera to document your work in progress (NIDA does have professional DSLRs for documenting completed projects)

## **Required Clothing**

Suitable clothing is required which includes sturdy closed toe shoes, we recommend steel caps boots or trainers.

Shortly after arriving at NIDA you will be required to have a set of black clothes (i.e. long sleeved black top, long black trousers and black shoes) for production work.

## **Recommended Reading**

While students are provided with the script of any plays they are involved in as part of the NIDA Production Program, students are encouraged to purchase other scripts and textbooks for subjects such as Performance and Ideas.

## **Information Technology Recommendations**

To access NIDA wireless (iWIRE) network, students are required to have access to a Laptop (Windows 7 and later), Macbook (Mac OS X 10.6 Snow Leopard or later) or a Tablet (less than three years old with wireless facility). All the devices should comply with 802.11a/b/g/n WPA-Enterprise security. All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, a 500GB hard drive or higher and an 8GB USB stick are also recommended, as is a DVD burner, for optimum visual graphics on your computer(Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.



## Bachelor of Fine Arts (Technical Theatre and Stage Management)

### Tuition Fees

Year 1, 2018				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
<b>Semester 1 2018</b>				
TSM7101A	Technical Theatre and Stage Management Studio	30	0.25	\$3569.49
TSM7102A	Technical Theatre and Stage Management Interdisciplinary Collaboration	10	0.083	\$1189.83
TSM7103A	Technical Theatre and Stage Management Professional Practice	5	0.042	\$594.92
COM7101A	Performance and Ideas	10	0.083	\$1189.83
COM7102A	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
TSM7101B	Technical Theatre and Stage Management Studio	30	0.25	\$3569.49
TSM7102B	Technical Theatre and Stage Management Interdisciplinary Collaboration	10	0.083	\$1189.83
TSM7103B	Technical Theatre and Stage Management Professional Practice	5	0.042	\$594.92
COM7101B	Performance and Ideas	10	0.083	\$1189.83
COM7102B	Introduction to Collaboration	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 1<sup>st</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>2<sup>nd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
TSM7201A	Technical Theatre and Stage Management Studio	20	0.167	\$2379.66
TSM7202A	Technical Theatre and Stage Management Interdisciplinary Collaboration	15	0.125	\$1784.75
TSM7203A	Technical Theatre and Stage Management Professional Practice	10	0.083	\$1189.83
COM7201A	Performance and Ideas	10	0.083	\$1189.83
COM7203A	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2, 2018</b>				
TSM7201B	Technical Theatre and Stage Management Studio	20	0.167	\$2379.66
TSM7202B	Technical Theatre and Stage Management Interdisciplinary Collaboration	15	0.125	\$1784.75

TSM7203B	Technical Theatre and Stage Management Professional Practice	10	0.083	\$1189.83
COM7201B	Performance and Ideas	10	0.083	\$1189.83
COM7203B	Student-led Projects	5	0.042	\$594.92
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 2<sup>nd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>
<b>3<sup>rd</sup> Year, 2018</b>				
<b>Semester 1 2018</b>				
TSM7301A	Technical Theatre and Stage Management Studio	15	0.125	\$1784.75
TSM7302A	Technical Theatre and Stage Management Interdisciplinary Collaboration	30	0.25	\$3569.49
TSM7303A	Technical Theatre and Stage Management Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 1</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Semester 2 2018</b>				
TSM7301B	Technical Theatre and Stage Management Studio	15	0.125	\$1784.75
TSM7302B	Technical Theatre and Stage Management Interdisciplinary Collaboration	30	0.25	\$3569.49
TSM7303B	Technical Theatre and Stage Management Professional Practice	15	0.125	\$1784.75
<b>Total for Semester 2</b>		<b>60</b>	<b>0.5</b>	<b>\$7138.98</b>
<b>Total 3<sup>rd</sup> Year</b>		<b>120</b>	<b>1.0</b>	<b>\$14277.96</b>

**\*The tuition fees are reviewed each year and you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.**

\*\* EFTSL – Effective Fulltime study Load: indicates the relative study load of a subject against a full time study load of 1.0 for an academic year.

## Bachelor of Fine Arts (Technical Theatre and Stage Management)

### Additional Costs

#### Equipment List

You will not need to purchase all the equipment prior to commencing the course. However you should be prepared to buy the equipment as you need it through the year. Some of the equipment is expensive and fragile, take care of it and it will last many years.

The brand names of tools are recommendations only: *Stanley*, *Sidchrome*, and *Staedtler* are considered reliable brands.

#### Required WH&S Equipment and tools

- Insulated blade 150mm screwdriver (usually red) (*Stanley*)
- 1 x No. 2 Phillips head screwdriver - 100mm (*Stanley*)
- 2 x 200mm adjustable wrench (*Sidchrome*)
- 8 metre metric steel tape (*Stanley*)
- All-purpose scissors
- 1 x pair insulated combination pliers (*Sidchrome*)
- 1 x pair insulated side cutters (*Sidchrome*)
- 1 x pair riggers or yachting gloves for focusing/rigging
- Cordless Drill (recommended but not essential), with No. 2 Philips Head screwdriver bit and 5/16" Hex Head bit

#### Required Theatre Drafting Equipment

- Scale rule: 300mm scale rule with 1:25 scale (this is not a common scale), e.g. *Kent* 63M scale rule, *Staedtler* Mars 561 70-3 AU, AS 1212-3/300 metric, or similar
- Pencils: two mechanical pencils (0.5 mm), OR two clutch pencils and a clutch pencil sharpener
- Plus an assortment of suitable leads: H, F, HB and blue
- Plastic pencil eraser: *Staedtler* Mars Plastic 526 50 (for pencil) or similar
- Compass Set: *Kent* Speed Bow Compass Set 8004 or similar
- Masking tape: 25mm wide 3M General Purpose Masking Tape or similar

You can buy drafting items yourself or take advantage of a NIDA package deal with *Draftex* to supply these items as a drafting kit at a discounted price. If you are interested in this deal, speak to your Theatre Drafting tutors early in the first semester. It is recommended that you not purchase this equipment until after your first drafting class.

### **Model Making Equipment**

- Cutting implements: a snap blade knife or similar
- 300mm steel rule

### **General Equipment**

- Notepaper/notebooks for class notes
- Diary
- 2B pencils, 2 hole punch, highlighters and a ruler
- Pocket size torch e.g AA Maglite, LED Lenser
- White chinagraph pencil
- Stopwatch (an iPhone or other smartphone is not an acceptable alternative)

### **Headphones for Sound course work**

- A pair of good quality headphones is recommended. The following is a suggestion but anything equivalent would suffice; *Sony MDR-7506*
- You will not need to purchase headphones immediately so if these are too expensive for your budget you should consult your Sound Tutors about more economical options.

### **Required Clothing**

Shortly after arriving at NIDA you will be required to have a set of black clothes (i.e. long sleeved black top, with no visible logos/designs and long black trousers) and black shoes for production work. All black clothes should be neat and presentable.

You should also have sturdy, protective footwear for working in workshops and theatres; rubber-soled work boots (*Blundstones*, *Redbacks* or similar), hiking boots with leather uppers, or something similar (steel caps recommended but not compulsory). Steel toed *Dunlop Volleys* are NOT recommended. Your boots should have good ankle support, and you may wish to consider investing in a pair of cushioned inner soles. Canvas slippers, open toed shoes and sandals are not suitable footwear for workshops or the theatres.

**N.B. SAFE WORKING FOOTWARE and CLOTHING IS COMPULSORY WHEN IN THE WORKSHOP AREA.**

## **Recommended Reading**

While students are provided with the script of any plays they are involved in as part of the NIDA Production Program, students are encouraged to purchase other scripts and textbooks for subjects such as Performance and Ideas.

## **Information Technology Recommendations**

To access NIDA wireless (iWIRE) network, students are required to have access to a Laptop (Windows 7 and later), Macbook (Mac OS X 10.6 Snow Leopard or later) or a Tablet (less than three years old with wireless facility). All the devices should comply with 802.11a/b/g/n WPA-Enterprise security. All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, a 500GB hard drive or higher and an 8GB USB stick are also recommended, as is a DVD burner, for optimum visual graphics on your computer(Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.



## Financial assistance

Eligible students, who are Australian residents, can apply to Centrelink for financial assistance through Youth Allowance, Austudy or ABSTUDY. Visit [Centrelink](#) or call 132 490 for more information

## Travel Concessions

Australian students are eligible to apply for a NSW Tertiary Student Concession Card and/or concession Opal card.

You are eligible for a NSW Tertiary Student Concession Card if you:

- Are an Australian citizen or permanent resident of Australia;
- Reside in New South Wales;
- Are enrolled in an Australian Qualifications Framework, accredited higher education or vocational education and training course, at a tertiary institution authorised by Transport for NSW to issue tertiary student concession cards;
- Are a full-time student enrolled on an internal basis (except where a person, by reason of disability, is enrolled on a part-time basis and/or on an external basis).

All students being issued with a travel concession must fill in an application form which will be provided at enrolment.

### FAQs for concession Opal cards:

[https://www.opal.com.au/en/about-opal/opal\\_for\\_concessions/faqs\\_concession\\_tertiary](https://www.opal.com.au/en/about-opal/opal_for_concessions/faqs_concession_tertiary)

## Tuition Fee Refund Policy

A domestic student, who lodges a written request for withdrawal from a Unit of Study on or before the census date, will be withdrawn without penalty from the Unit of Study in which he or she is enrolled. The student will be refunded any tuition fees paid up front for the Unit of Study and/or will not incur a FEEHELP and VET FEE-HELP debt for the Unit. The student is not required to apply for a refund; rather the action of withdrawing from a Unit of Study is sufficient action.

A student who lodges a written request for withdrawal from a Unit of Study after the census date will not receive a refund of any tuition fees paid upfront and/or will incur a FEE HELP debt for the Unit of Study.

A student may apply to have any tuition fees he or she has paid up front or his or her FEE-HELP balance re-credited, if the student withdraws from a Unit of Study after the census date, due to special circumstances, or if the student has been prevented from completing the requirements of a Unit of Study after the census date, due to special circumstances. The student must provide independent supporting documentary evidence and demonstrate that there are special circumstances that meet the definition. Students who have a FEE-HELP loan for tuition fees for the relevant period should refer to the NIDA Policy on Re-crediting FEE-HELP Balance and Removal of FEE-HELP Debt.

## Re-Crediting FEE-HELP Balance and Removal of FEE-HELP

A student can apply to have their FEE-HELP balance re-credited if the student withdraws from his or her studies after the census date and/or the student has not completed the requirements of the unit.

The application must be made in writing within 12 months of the withdrawal date, or if the student has not withdrawn, within 12 months of the end of the period of study in which the unit was, or was to be, undertaken. NIDA may waive the requirement for an application to be made before the end of the application period, on the ground that it would not be, or was not possible for the application to be made before the end of that period.

The Application Form and all supporting material is lodged with the Director, Student and Staff Services or the Head of Vocational Studies at NIDA. A student must provide independent supporting documentary evidence and demonstrate that there are special circumstances, which support the request that are:

- Beyond the student's control
- Do not make their full impact on the student until on, or after, the census date; and
- Make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake the unit.

The Director, Student and Staff Services or the Head of Vocational Studies will be responsible for making initial decisions about the re-crediting of a student's contribution amount and the re-crediting of their FEE-HELP balance and removal of FEEHELP or VET FEE-HELP debt. The Director, Student and Staff Services or the Head of Vocational Studies will report their determination in writing to the Director/CEO.

The Director, Student and Staff Services or the Head of Vocational Studies will notify the student, within two weeks of the decision, the reasons for making the decision and advise the student of their rights for a review of the decision if the student is unsatisfied with the outcome. If the decision is made to re-credit the FEE-HELP balance, NIDA will notify the Department of Education through the HELP Variations File.

NIDA will repay to the Commonwealth any FEE- HELP or VET FEE-HELP assistance NIDA received from it on the student's behalf. The Department of Education will inform the Australian Taxation Office, who administers FEE-HELP, that the debt has been removed.

### Review of a decision

A student has the right to apply to the Director/CEO for a review of a decision not to re-credit the student's FEE-HELP balance. The Director/CEO will not have been involved in making the original decision and the Director/CEO is senior to the original decision makers. The time limit for applying for a review of a decision is 28 days from the student receiving notice of the decision. The student must state the reasons why he or she is applying for a review. Upon receipt of the Application for Review the Director/CEO will review any decisions regarding re-crediting of the student contribution amount or the re-crediting of their FEE-HELP balance and removal of FEE-HELP or VET FEE-HELP debts

### The Administrative Appeals Tribunal (AAT)

A student may make an application to the AAT for a reconsideration of NIDA's decision to refuse to re-credit a person's FEE-HELP balance and may supply additional information to the AAT, which he or she did not previously supply to NIDA. Upon written notification from the Department of Education that an appeal has been lodged, NIDA will provide the Department of Education within a further 5 business days all original documentation relevant to the appeal. The Secretary of the Department of

Education or the Commonwealth Government department which has the responsibility for administering the Higher Education Support Act 2003, (the Department) or the Secretary's delegate will be the respondent for cases that are brought before the AAT.

## **Withdrawing from NIDA**

A student may withdraw from a course at any time by writing to the Director/CEO indicating that he or she wishes to do so. All fees, loans and fines need to be paid, all borrowed books and journals returned to the NIDA Library and the University of New South Wales Library and all equipment returned.

The relevant course census date is the last date for students to withdraw from NIDA and receive a refund of tuition fees or without incurring a tuition fee liability for a FEE-HELP loan for the period..

If a student withdraws after the census date, there will be no refund of fees, and/or a FEE-HELP debt will be incurred.

An undergraduate student will have 'Withdrawn' registered on his/her academic transcript providing the withdrawal takes place no later than one calendar month after the census date in the relevant semester. If a student withdraws after that date, a result of 'Fail' will be recorded on the transcript for the relevant subject/s.

## **Indebtedness to NIDA or UNSW**

The Director, Education after proper notice, may withhold assessment results, prohibit re-enrolment or refuse graduation to any student who is in debt to NIDA and/or UNSW. Indebtedness includes failure to pay any fee, fine, loan or other charge and failure to return all library books and other equipment. Under special circumstances, the Director/CEO may waive or defer these matters.