

2020

# Master of Fine Arts

Graduate  
Fee Schedule  
Domestic Students



# Graduate Tuition Fee Schedule 2020 - Domestic Students

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# Graduate Tuition Fee Schedule 2020

## - Domestic Students

### Introduction

The following is a summary of the current tuition fees and payment options and administration fees for 2020. This information is provided as a guide to assist your understanding of the Master of Fine Arts fees. Refer to the relevant Subject Fee schedule online to determine how the Tuition fee is calculated for your enrolment.

- 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.
- Tuition 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\$75.00.

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/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 FEE-HELP.

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.

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 14 May 2019. 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 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 Master of Fine Arts in 2020 is:

MFA Design Semester 1	04 March 2020
MFA Writing For Performance, Directing & Voice	27 April 2020
MFA CL Study Period 1	27 April 2020
MFA CL Study Period 2	27 April 2020
MFA Design Semester 2	24 August 2020
MFA Design Study Period 3	14 December 2020

## Administration Fees 2020

These fees are payable at the time the service is provided or item purchased.

Administration and Other Fees 2020		
Item/Service	Detail	Cost 2020
Binding supplies	1 comb, 1 cover, 1 back	\$2.00
Graduation	Gown Hire	\$35
Graduation	Additional tickets for guests ( 2 guests no charge)	\$20 per head
Student ID Card Replacement	Replacement of a lost student card	\$25
Photocopying	B/W - single sided	\$0.05
Photocopying	B/W - double sided	\$0.10
Photocopying	Colour - single sided	\$0.10
Photocopying	Colour - double sided	\$0.20
Locker Key	Deposit	\$25
Locker Key	Replacement of lost locker key	\$25
Testamur replacement	1 testamur – domestic postage	\$80
Testamur replacement	1 testamur – standard international postage	\$90
Transcript replacement	1 transcript – domestic postage	\$20
Transcript replacement	1 transcript – standard international postage	\$30

## Tuition Fees

### MASTER OF FINE ARTS 2020

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	2020 Annual Tuition Fee \$AUD *	Estimated Course Tuition Fee*
Master of Fine Arts (Design for Performance)	15 months	N/A	\$32,220.00
Master of Fine Arts (Directing)	15 months	N/A	\$32,220.00
Master of Fine Arts (Voice)	15 months	N/A	\$32,220.00
Master of Fine Arts (Writing For Performance)	15 months	N/A	\$32,220.00
Master of Fine Arts (Cultural Leadership) Part Time	27 months	\$16,075	\$32,220.00

**\*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 2020, please refer to the specific course page in this schedule.

## Master of Fine Arts (Design for Performance)

Course duration 3 February 2020 to 26 March 2021

### Tuition Fees

2019				
Subject Code	Subject	Credit Points	EFTSL **	Tuition Fee*
Study Period 1				
DFP9101A	Design for Performance Practice A	40	0.278	\$7,160.00
DFP9102A	Design for Performance Techniques A	20	0.139	\$3,580.00
DFP9103	Design for Performance Analysis	5	0.035	\$895.00
COM9101	Contextualising Practice	15	0.104	\$2,685.00
Study Period 2				
DFP9101B	Design for Performance Practice B	40	0.278	\$7,160.00
DFP9102B	Design for Performance Techniques B	20	0.139	\$3,580.00
COM9102	Generating Research Through Practice	15/30	0.104/0.208	\$5,370.00
Study Period 3				
COM9102	Generating Research Through Practice	15/30	0.104/0.208	
DFP9104	Design for Performance Professional Practice	10	0.069	\$1,790.00
Total		180	1.25	<b>\$32,220.00</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 Full-Time Study Load:** indicates the relative study load of a subject against a full-time study load of 1.0 for an academic year. For consistency the EFTSL \*\* have been rounded to 3 decimal places. This is not indicative of the full value of the EFTSL but represents an accurate load for fee calculations.







## Master of Fine Arts (Design for Performance)

### Additional Costs




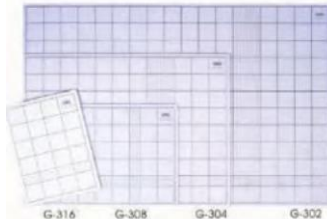

#### Equipment List

**PLEASE NOTE** – Only the equipment highlighted in yellow is required for the first week, the other items will be discussed in the first week, to help you understand what you will need.


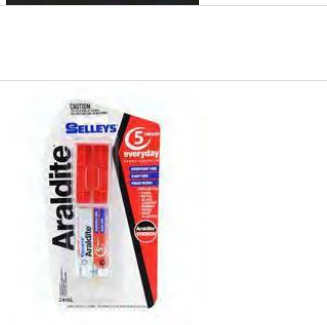
**YOUR EQUIPMENT**– Please label all equipment with your full name. You may use NIDA's engraving tool for difficult to label items, this can be found in props, but you need to be certified to use it – this can be done during Workshop Orientation.





<b>Retractable pencil</b> – HB, and a lead pencil eraser	
<b>Scale ruler</b> that includes 1:25, 1:50 and 1:100 scale. Only to be used for measuring - not cutting.	
<b>Steel ruler/s</b> , 30cm and 50cm, tape a line of masking tape on the back to give it more traction and to stop it slipping when you cut. (With some models, you may need a longer ruler than recommended. Two is a good start).	
<b>Large see-through plastic set squares</b> - 45 degrees and 30/60 degree + a <b>protractor</b> .	
<b>Large adjustable setsquare</b>	
<b>Good quality compass set with extendable arm</b>	



<p>A number <b>3 scalpel handle</b> and a stock of <b>size 11 blades</b>. When using this tool, you should protect your eyes by wearing <b>clear plastic goggles</b>. A scalpel is most useful for fine model-making work and essential when making furniture and small delicate objects. Always wrap the used blade back in the original foil pack before disposing.</p>	
<p><b>A small size retractable knife</b>, good for fine to medium cards – With snap off blades (snap into bin and wear protective goggles). Much better for fine cards than a Stanley Knife.</p>	
<p><b>Stanley Knife</b>, most useful on heavier cards, but must have a sharp blade.</p>	
<p><b>Cutting matt</b> – At least A2 in size.</p>	
<p><b>Circle cutter</b> with <b>replacement blades</b>, with <b>extendable arm</b>.</p>	

**YOUR MATERIALS** –Your basic model making materials should include:

<p><b>Aquadhere</b> and <b>sauce bottle</b>-type dispenser. It is sometimes cheaper to own a 1 - 2 litre bottle of Aquadhere. However it is much easier to control and not waste glue by using a sauce bottle-type dispenser.</p>	
<p><b>A kitchen sponge</b> cut up into disposable parts and <b>small dish</b> with a little water, for wiping away excess glue when gluing <b>Araldite – 5 minute</b></p>	

<b>Zap A Gap</b>	
<b>Fimo Soft</b> – oven ready modelling clay, 25 colours, but can be painted.	
<b>Design Master</b> – Fast Drying, water based <b>Matt White Spray</b> – excellent as a model-making under-coat. Make sure you read the instructions on how to clean the nozzle, shake before use and drying time before re-spraying. Be sure to spray in good ventilation and wear the recommended ventilator mask. <a href="http://www.koch.com.au/design-master-spray-paints/">http://www.koch.com.au/design-master-spray-paints/</a>	
<b>Design Master</b> - Fast Drying, water based Satin - <b>Clear Spray</b> , is excellent as a final seal after colour work. Make sure you read the instructions on how to clean nozzle, shake before using and drying time before re-spraying. Be sure to spray in good ventilation and wear the recommended ventilator mask. <a href="http://www.koch.com.au/design-master-spray-paints/">http://www.koch.com.au/design-master-spray-paints/</a>	
<p> <b>2 x 2B pencils</b>  <b>1 pen</b>  <b>1 pencil rubber</b>  <b>1 notebook</b>  <b>1 USB with large storage</b>  <b>1 good quality pencil sharpener</b>  <b>1 roll of masking tape</b>  <b>1 roll of magic tape</b>            1 glue stick            1 adjustable angle set square – clear plastic  <b>1 paper scissors, with good points</b>            Discuss which paints, watercolours, markers coloured pencils you have in your equipment stock.            Discuss which paintbrushes you have in your equipment stock            Different weights of white and black cardboard from heavy papers through to ivory card and then pasteboards.            White and Black Foam-core board.            Sand paper fine to medium and wet and dry            Fishing line            Different weights of string            Tracing Paper            Pins, bulldog clips varying sizes            Acetates, various thicknesses            Cheap and good paintbrushes of various styles and thicknesses         </p>	

## Master of Fine Arts (Design for Performance)

### Optional Equipment

It is beneficial, but not essential to have the following equipment: Digital camera  
Scanner Colour printer  
Laptop or computer with Photoshop, Word and Excel

### Throughout the Year

You will need to buy some model specific materials along the way as your design and classwork progresses.

You may need to have your drawings digitally printed on special papers as we get further ahead with you costume designs. You will have a small budget for this, which we will discuss in the first week.

You may need to purchase specific papers/paints/fabric swatches for your costume design renderings.

### Required 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 (i.e. long sleeved black top and long black trousers) 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.

## Master of Fine Arts (Directing)

Course duration 3 February 2020 to 26 March 2021

### Tuition Fees

2020				
Subject Code	Subject	Credit Points	EFTSL **	Tuition Fee*
DIR9101	Directing Techniques	30	0.208	\$5,370.00
DIR9102	Directing Practice	60	0.418	\$10,740.00
DIR9103	Scenography	15	0.104	\$2,685.00
DIR9104	The Contemporary Director	15	0.104	\$2,685.00
DIR9105	Dramaturgy	15	0.104	\$2,685.00
COM9101	Contextualising Practice	15	0.104	\$2,685.00
COM9102	Generating Research Through Practice	30	0.208	\$5,370.00
<b>Total</b>		<b>180</b>	<b>1.25</b>	<b>\$32,220.00</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 Full-Time Study Load:** indicates the relative study load of a subject against a full-time study load of 1.0 for an academic year. For consistency the EFTSL\*\* have been rounded to 3 decimal places. This is not indicative of the full value of the EFTSL but represents an accurate load for fee calculations.



## Master of Fine Arts (Directing)

### Additional Costs

#### Book List

As part of your course you will be asked to ensure you have copies of the following books.

Merlin, Bella (2007). *The Complete Stanislavsky Toolkit*

Carnicke, Sharon M (2008). *Stanislavsky in Focus* (Second Edition)

Eikenberry, Kevin (2007). *Remarkable Leadership*

Mitchell, Katie (2009). *The Director's Craft*. Routledge.

#### Optional Tools

- ☐ 1 camera or camera phone for use in sessions
- ☐ Laptop/tablet

#### 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.

## Master of Fine Arts (Voice)

Course duration 3 February 2020 to 26 March 2021

### Tuition Fees

2020				
Subject Code	Subject	Credit Points	EFTSL **	Tuition Fee*
VOC9101	Vocal Practice and Pedagogy	60	0.418	\$10,740.00
VOC9102	Vocal Enquiry	30	0.208	\$5,370.00
VOC9103	Teaching Practicum	30	0.208	\$5,370.00
VOC9104	International Placement	15	0.104	\$2,685.00
COM9101	Contextualising Practice	15	0.104	\$2,685.00
COM9102	Generating Research Through Practice	30	0.208	\$5,370.00
<b>Total</b>		<b>180</b>	<b>1.25</b>	<b>\$32,220.00</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 Full-Time Study Load:** indicates the relative study load of a subject against a full-time study load of 1.0 for an academic year. For consistency the EFTSL\*\* have been rounded to 3 decimal places. This is not indicative of the full value of the EFTSL but represents an accurate load for fee calculations.

## **Master of Fine Arts (Voice)**

### **Additional Costs**

#### **Class Requirements**

- ☐ Text books (approx. \$400)
- ☐ Notebooks and class stationary

#### **Yoga / Alexander Technique**

- ☐ Comfortable clothing

#### **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.

## Master of Fine Arts (Writing for Performance)

Course duration 3 February 2020 to 26 March 2021

### Tuition Fees

2020				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
WFP9101	Writing with Purpose	60	0.418	\$10,740.00
WFP9102	Rereading the World	30	0.208	\$5,370.00
WFP9103	The Radical Imagination	15	0.104	\$2,685.00
WFP9104	The Future is Now	30	0.208	\$5,370.00
COM9101	Contextualising Practice	15	0.104	\$2,685.00
COM9102	Generating Research Through Practice	30	0.208	\$5,370.00
<b>Total</b>		<b>180</b>	<b>1.25</b>	<b>\$32,220.00</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 Full-Time Study Load:** indicates the relative study load of a subject against a full-time study load of 1.0 for an academic year. For consistency the EFTSL\*\* have been rounded to 3 decimal places. This is not indicative of the full value of the EFTSL but represents an accurate load for fee calculations.



## **Master of Fine Arts (Writing for Performance)**

### **Additional Costs**

#### **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.

## Master of Fine Arts (Cultural Leadership)

### Part Time

Course duration 3 February 2020 to 25 March 2022

### Tuition Fees

1 <sup>st</sup> Study Period, 2020				
Subject Code	Subject	Credit Points	EFTSL **	Tuition Fee*
CUL9101	Cultural Transformation and Sustainability	60	0.416	\$10,740.00
CUL9104	Leadership and Governance	15	0.104	\$2,685.00
COM9101	Contextualising Practice	15	0.104	\$2,685.00
<b>Total for 1<sup>st</sup> Study Period</b>		<b>90</b>	<b>0.625</b>	<b>\$16,110.00</b>
2 <sup>nd</sup> Study Period, 2020				
CUL9105	Communication and Advocacy	15	0.104	\$2,685.00
CUL9103	Cultural Policy and Practice	15	0.104	\$2,685.00
CUL9102	International Placement	30	0.208	\$5,370.00
COM9102	Generating Research Through Practice	30	0.208	\$5,370.00
<b>Total for 2<sup>nd</sup> Study Period</b>		<b>90</b>	<b>0.625</b>	<b>\$16,110.00*</b>
<b>Total Estimated Tuition Fees*</b>		<b>180</b>	<b>1.25</b>	<b>\$32,220.00</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 Full-Time Study Load:** indicates the relative study load of a subject against a full-time study load of 1.0 for an academic year. For consistency the EFTSL \*\* have been rounded to 3 decimal places. This is not indicative of the full value of the EFTSL but represents an accurate load for fee calculations.

## Master of Fine Arts (Cultural Leadership)

### Additional Requirements

The Cultural Leadership course is structured to enable students to participate through week-long and weekend intensives, field trips and online learning. All students will also undertake an international placement during the final six months of the course. The airfare and a capped contribution (\$5000) to expenses will be provided by NIDA for these placements.

### Online Component

Online learning and teaching will take place between the residential intensives. Students need to be available to engage on a regular basis and will be required to equip themselves with the necessary technology to participate. Master of Fine Arts (Cultural Leadership) students may participate in online sessions via video-conferencing or in person at the Kensington campus.

### Internet Speed

Use a broadband connection (256 Kbit/sec or faster—this will ensure that you can view videos and online presentations) through USB wireless modem, ADSL, T1/T2, fibre optic or cable.

### Internet Browsers

Compatible browsers include:

- ☐ Google Chrome 32 bit version 38 or later (recommended for optimal compatibility, this has been thoroughly tested on Windows)
- ☐ Safari 8 or later (recommended for optimal compatibility, this has been thoroughly tested on Mac)
- ☐ Mozilla Firefox 35.0 or later

Note that add-ons and toolbars can affect any browser's performance. MS Internet Explorer is not recommended.

### Collaborative Online Platforms

Please note that student may need to utilise enterprise collaborative tools from within the Google+ suite. Students will be issued user accounts for use in these instances.

### Intensives

Intensives are arranged as three week long periods each year and all students must be available to participate for the full period (including evenings as required)

Travel and accommodation to attend intensives is at the expense of the student.

During on campus intensives students will have access to the graduate school and all facilities that are provided to all NIDA graduate students.

### 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.

## Scholarships

There are a limited number of scholarships for full-time students to assist with living expenses. There are no scholarships for tuition fees.

NIDA scholarships awards are aimed at encouraging and enabling students to devote themselves full-time to their NIDA studies. Scholarships funds are limited and vary from year to year. Scholarships will only supplement the cost of living and do not cover full living costs while studying.

Through the generosity of donors and bequests each year NIDA is able to offer a several scholarships to students to assist with living costs. These range in value from \$1600 per annum to \$5000 per annum and are allocated to students on the basis of financial need.

### Who is eligible?

All full-time Degree and Post Graduate Degree students are eligible to apply, including international students. Second and third year students and full-time MFA students have first priority; other students may also apply. Details for the application process are provided to all students at the start of the academic year.

### How are they allocated?

Scholarships are means tested, once a student completes their application and the bursary application period closes, the bursary committee meets to assess the applications and allocate funds on the basis of financial need.

Scholarships are paid fortnightly over the course of the academic year. Not all students receive the same amount of money, they vary in amount and from year to year based on the amount available and the number of applications received.

## Travel Concessions

Full-time 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 they are enrolled. The student will be refunded any tuition fees paid up front for the Unit of Study and/or will not incur a FEE-HELP 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 they have paid up front or their 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 their 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 FEE-HELP 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 they are 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 they 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 they wish 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.

A Master of Fine Arts student, who wishes to withdraw from a course after the census date, will have 'Withdrawn' recorded on their transcript, as long as the withdrawal takes place prior to 31 October 2016. If a student withdraws after that date, the transcript will record a result of 'Fail' for the relevant subjects.

## **Indebtedness to NIDA or UNSW**

The Executive Director, Student Engagement Learning and QA 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.