

National Institute
of Dramatic Art

NIDA

2017

Master of Fine Arts

**Graduate Tuition Fee
Schedule
Domestic Students**



Tuition Fee Schedule 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 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.
- 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 upfront, in full 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 14 August 2015. 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 2017 are:

Full time course	21 April 2017
Part time course	29 March 2017.

Tuition Fees

MASTER OF FINE ARTS 2017

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	2017 Annual Tuition Fee \$AUD *	Estimated Course Tuition Fee*
Master of Fine Arts (Design for Performance)	15 months	N/A	\$30,240
Master of Fine Arts (Directing)	15 months	N/A	\$30,240
Master of Fine Arts (Voice)	15 months	N/A	\$30,240
Master of Fine Arts (Writing For Performance)	15 months	N/A	\$30,240
Master of Fine Arts (Cultural Leadership) Part Time	30 months	\$15,120	\$30,240

***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 2017, please refer to the specific course page in this schedule.

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Master of Fine Arts (Design for Performance)

Course duration 27 January 2017 to 31 March 2018

Tuition Fees

2017				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
2017				
DFP9101	Design Creation	60	0.417	\$10,080.00
DFP9102	Design Realisation	60	0.417	\$10,080.00
DFP9103	Dramaturgy	15	0.104	\$2,520.00
COM9101	Contextualising Practice	15	0.104	\$2,520.00
COM9102	Practice-based Research	30	0.208	\$5,040.00
Total		180	1.25	\$30,240.00

***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

Master 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 2017**. 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.

Required Tools *

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

- 1 pair of protective goggles
- 8 metre metric steel tape (eg *Stanley*)
- 1 pair of all-purpose scissors
- 1 pair combination pliers (eg *Sidchrome*)
- 1 pair heavy duty rubber gloves
- 1 glue gun (decent quality)
- Respirator mask + filter, e.g. Protector single filter + RC 56R cartridge

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

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 (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
- ❑ 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 these drafting items yourself or take advantage of a NIDA package deal with

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.

Master of Fine Arts (Directing)

Course duration 27 January 2017 to 31 March 2018

Tuition Fees

2017				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
2017				
DIR9101	Directing Techniques	30	0.208	\$5,040.00
DIR9102	Directing Practice	60	0.418	\$10,080.00
DIR9103	Scenography	15	0.104	\$2,520.00
DIR9104	The Contemporary Director	15	0.104	\$2,520.00
DIR9105	Dramaturgy	15	0.104	\$2,520.00
COM9101	Contextualising Practice	15	0.104	\$2,520.00
COM9102	Practice-based Research	30	0.208	\$5,040.00
Total		180	1.25	\$30,240.00

***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

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)

Trensenyi, Katalin (2015) *Dramaturgy in the Making* (Bloomsbury)

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 27 January 2017 to 31 March 2018

Tuition Fees

2017				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
2017				
VOC9101	Vocal Practice and Pedagogy	60	0.418	\$10,080.00
VOC9102	Vocal Enquiry	30	0.208	\$5,040.00
VOC9103	Teaching Practicum	30	0.208	\$5,040.00
VOC9104	International Placement	15	0.104	\$2,520.00
COM9101	Contextualising Practice	15	0.104	\$2,520.00
COM9102	Practice-based Research	30	0.208	\$5,040.00
Total		180	1.25	\$30,240.00

***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

Master of Fine Arts (Voice)

Additional Costs

Class Requirements

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

Yoga/ Alexander Technique

- Comfortable clothing
- Yoga mat

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 27 January 2017 to 31 March 2018

Tuition Fees

2017				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
Semester 1 2017				
WFP9101	Writing with Purpose	60	0.418	\$10,080.00
WFP9102	Rereading the World	30	0.208	\$5,040.00
WFP9103	The Radical Imagination	15	0.104	\$2,520.00
WFP9104	The Future is Now	30	0.208	\$5,040.00
COM9101	Contextualising Practice	15	0.104	\$2,520.00
COM9102	Practice-based Research	30	0.208	\$5,040.00
Total		180	1.25	\$30,240.00

***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

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**

For the period 27 January 2017 to 2018

Tuition Fees

Year 1, 2017				
Subject Code	Subject	Credit Points	EFTSL**	Tuition Fee*
2017				
CUL9101	Cultural Transformation and Sustainability	60	0.333	\$10,080.00
CUL9102	Leadership and Governance	15	0.083	\$2,520.00
COM9101	Contextualising Practice	15	0.104	\$2,520.00
Total for Year 1		90	0.5	\$15,120.00
2nd Year, 2018				
2018				
CUL9103	Communication and Advocacy	15	0.00	\$2,520.00
CUL9104	Cultural Policy and Practice	15	0.00	\$2,520.00
CUL9105	International Placement	30	0.00	\$5,040.00
COM9102	Practice-based Research	30	0.208	\$5,040.00
Total for Year 1		90		\$15,120.00*
Total Estimated Tuition Fees*		180	1.5	\$30,240.00*

*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

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 and Bursaries

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

NIDA bursary awards are aimed at encouraging and enabling students to devote themselves full-time to their NIDA studies. Bursary funds are limited and vary from year to year. Bursaries 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 bursaries to students to assist with living costs. These range in value from \$1500 to \$400 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?

Bursaries 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.

Bursaries 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

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.

A Master of Fine Arts student, who wishes to withdraw from a course after the census date, will have 'Withdrawn' recorded on his/her 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 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.