



TERMS AND CONDITIONS OF ENROLMENT

International School of Colour and Design Pty Ltd

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The Diploma of Interior Design is being delivered by **iscd** on behalf of the Academy of Information Technology (AIT) as part of Redhill Education Group.

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| Name: | Terms and Conditions of Enrolment |
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*These Terms and Conditions apply to ALL students enrolled with **iscd** or on behalf of its partners.*

Terms (Accredited Courses)

The International School of Colour and Design (**iscd**) (RTO code 91439) is a Registered Training Organisation (RTO) specialising in providing training to individuals seeking nationally recognised qualifications and industry recognised courses. You will find us listed on training.gov.au. The quality of our training is thoroughly monitored and audited, internally and externally, to ensure we provide a consistently high quality standard of service to our students, customers and partners.

The Diploma of Interior Design is delivered on behalf of the Academy of Information Technology ABN 35 094 133 641; RTO 90511; CRICOS 02155J

iscd is regulated by the Australian Skills Quality Authority (ASQA). ASQA is the national regulator for Australia's vocational education and training (VET) sector, ensuring nationally approved quality standards are met.

All applicants under the age of 18 years of age need to have a parent/guardian sign this contract and be responsible for approval and payment of the course fees.

Terms and conditions of enrolment (accredited courses)

1. I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing indicated on the Application for Admission form ('the Application'). I agree that on acceptance of the Application by

iscd ('Acceptance'), the Acceptance will become the Contract of Enrolment ('the Contract') and further I agree to abide by the following terms and conditions of enrolment.

2. I agree that it is a condition of my enrolment that I achieve satisfactory academic progress throughout my course at a rate that will enable me to complete the course in the nominated duration.
3. I agree that I am required to use my best endeavours to meet the requirements of the course selected and to abide by the rules and regulations of **iscd**. I understand that if I breach any of **iscd's** rules or my behaviour is deemed unacceptable by **iscd**, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to **iscd** under the Contract as applicable at that time. (Information on **iscd's** policies, rules and regulations is located on the website: iscd.edu.au.)
4. I agree that all lessons and any related material supplied by **iscd** are secured by copyright, remain the property of **iscd** and must be returned to **iscd** on completion of the course. I understand that any unauthorised copying may constitute a breach of the *Copyright Act 1968* (Cth) (as amended from time to time).
5. I agree to pay all fees associated with my course plus GST, if applicable.
6. If I elect to pay my course fees in full upfront and payment is not received in full within 10 days of the course commencement date I understand my enrolment may be cancelled.
7. If I elect to pay my course fees by payment plan I agree to:
 - a. complete any required documentation provided to me
 - b. pay all such instalments on or before the due date
 - c. pay any additional fees in relation to late payments; and
 - d. advise **iscd** of any changes to my credit card or banking details.
8. I agree that if my payment plan is not paid up to date **iscd** may:
 - a. Withhold materials for the course; and/or
 - b. Restrict or suspend course access; and/or
 - c. Withhold the grading of assessments; and/or
 - d. Cease or suspend any other obligation **iscd** has under this agreement; and/or
 - e. Withdraw me from the course; and/or
 - f. Notify relevant third party credit agencies of your default.
9. I agree to pay any additional costs that may apply e.g. a copy of a testamur or Statement of Attainment.
10. I confirm that the terms and conditions of **iscd's** payment providers have been made available to me as part of my application.
11. I understand, I have a provisional enrolment period of 10 days, from the date of signing the Application for Enrolment, to withdraw from the course.
12. I understand that after the provisional enrolment period of 10 days, if I have not provided all required information or have not either paid the course fee in full, or entered into a payment agreement, the enrolment will be cancelled.
13. The 'non-refundable down payment' paid at the time of enrolment is not refundable under any circumstances.
14. RPL assessment fees do not include the cost of supplementary learning resources such as text books and starter kits.

15. I agree to advise **iscd** of any change of my address and/or contact details while I am enrolled in any course.
16. **iscd** maintains a Privacy Policy which can be viewed at iscd.edu.au. In addition to the provisions of this policy, I authorise **iscd** to release administrative information concerning my performance at **iscd** (including academic progress and attendance information) to any person who may lawfully require that information, as well as parents/guardians, agents and potential employers. If I do not agree, I must advise **iscd** in writing.
17. I acknowledge that I have read and understood the Complaints, Grievances and Appeals Policy published on the website iscd.edu.au
18. I hereby acknowledge that I have read, understood and agree to the terms of the Withdrawals and Refunds Policy published on the website at iscd.edu.au confirm that the terms and conditions have been made available to me prior to enrolling and understand that any variation of those stated terms and conditions of the Application for Enrolment must be provided in writing and be signed by an authorised person of **iscd**.
19. I understand that should a new version of the qualification be endorsed and released by the relevant authorities, the RTO must manage the transition of its students to the new version in accordance with the Australian Skills Quality Authority's directions and that this circumstance does not constitute a default by the RTO.

Terms (Short Courses)

These terms and conditions apply to students enrolled in non-accredited short courses delivered by the International School of Colour and Design (**iscd**) (RTO code 91439) as well as any courses delivered for and on behalf of **iscd**.

For any **iscd** workshop or short courses booked through Eventbrite or any other event technology platform, the terms and conditions apply as listed on the platform's booking page for the workshop or course.

All applicants under the age of 18 years of age need to have a parent/guardian sign this contract and be responsible for approval and payment of the course fees.

Terms and conditions of enrolment (non-accredited short courses only)

1. I (which also includes a parent/guardian who may have signed the enrolment contract) apply to enrol in the short course as indicated on the Short Course Enrolment Form ('the application'). I agree that on acceptance ('acceptance') of the application by **iscd**, the acceptance will become the Contract of Enrolment ('the contract') and I further agree to abide by the following terms and conditions of enrolment.
2. I agree that I am required to meet the requirements of the course I have selected and to abide by the rules and regulations of **iscd**.
3. I agree that all course related material supplied by **iscd** is secured by copyright and remains the property of **iscd**.
4. I agree that course fees do not include the cost of text books or starter kits (unless stated) if they are required for my course. (details of individual course requirements and inclusions can be found in the course details located on the website: iscd.edu.au)
5. I agree to pay all fees associated with my course plus GST, if applicable.
6. I understand that I have a provisional enrolment period of 48 hours. This provisional enrolment period will allow **iscd** time to process payment and request any additional information if required, and for me to assess if the **iscd** short course meets my needs.
7. I agree that after the provisional enrolment of 48 hours, if I have not provided all required information relating to course enrolment including payment, **iscd** will cancel my enrolment.
8. I understand **iscd** will provide me with an email communication to confirm my enrolment and outlining any specific information related to my course.
9. I agree that if I cancel my course enrolment and it is less than 21 days before the course delivery date, or I do not attend on the day of the course delivery I am not entitled to a refund of any course fees paid.
10. I agree that if I cancel my course enrolment and it is more than 21 days before the course delivery date, I am eligible to receive a refund for any course fees paid.
11. I understand **iscd** reserves the right to change the particulars of services, including changes to courses, facilities and dates of courses, or where the level of enrolment does not reach the minimum numbers required to operate the course. In such an

event, **iscd** will notify me as soon as practicable and will provide me with the option of either transferring to another course or receiving a full refund.

12. **iscd** will pay any refund that is due to me within 30 days.

13. I agree to advise **iscd** of any change of my address and/or contact details while I am enrolled in my course.

14. **iscd** maintains a Privacy Policy which can be viewed on the website: iscd.edu.au. I agree that in the event of a dispute between myself and **iscd** or a representative of **iscd**, I will bring the matter to the attention of **iscd** to provide the opportunity to have the matter resolved. This may be done by calling Student Services on 02 8355 3838 or sending an email to designhub@iscd.edu.au

15. I confirm that the terms and conditions for a non-accredited short course have been made available to me prior to enrolling.

16. I understand that by agreeing to the terms and conditions, this does not remove my right to take action under Australia's consumer protection laws.

| CHANGE HISTORY | | | |
|----------------|---------------|-------------------------------|---|
| Version | Approval Date | Approved by | Change |
| Version 1.1 | 01/03/2017 | GM, iscd | New terms and conditions |
| | 16/03/2018 | Compliance Manager | Review/approval by new Compliance Manager |
| Version 1.2 | 25/09/2019 | Gp Accreditation & Compliance | Update to diploma course name |
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