



Student Academic Services

**NAS International Students
and Temporary Visa Holders
Policy**

Implementation Date: August 2004

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Introduction

This document outlines policies and procedures concerning the enrolment of international students and temporary visa holders at the National Art School.

An international student is a student who is not a citizen or permanent resident of Australia. All applicants must be able to provide evidence that they have the potential for tertiary study. (See Admission Requirements under Bachelor of Fine Art, Bachelor of Fine Art Honours and Master of Fine Art information)

You are an international student if you:

- are a temporary resident visa holder, or
- are not an Australian citizen, or
- do not have full permanent residency in Australia, or
- are not a New Zealand citizen.

You are also an international fee-paying student if you hold a permit for temporary entry to Australia. For example, if your status is:

- overseas student
- permanent resident of New Zealand
- diplomat
- temporary resident who hold permits for work purposes
- applying for permanent residency
- refugee
- a dependent of any of the above.

Admission and Academic Entry Requirements

Bachelor of Fine Art

Entry into the Bachelor of Fine Art program offered by the National Art School is highly competitive. Applicants are assessed on their interview, portfolio, drawings and English test score and not simply on the completion of the qualifications listed below to demonstrate their level of proficiency and a range of interests in the arts for admission to the degree.

The educational qualifications required for admission into the BFA are:

- Successful completion of Year 12 (NSW Higher School Certificate or equivalent)
- TAFE Certificate in Fine Art or equivalent
- Successful completion of previous study at an equivalent institution
- Accepted level of English (see English Requirements)

Students not in Australia at the time of interviews may submit slides, CD Rom or photographs of their work with their application for evaluation accompanied by two drawings certified as original by their institution.

International applicants must hold qualifications that are acceptable to NAS for admission. All applicants must have a qualification equivalent to Year 12 in Australia.

As a general guide, the qualifications which are deemed equivalent to the end of Year 12 in the Australian secondary education system may include the following:

Africa

A minimum of two GCE "A" level or West African "A" Level subjects at one sitting, or a completed Polytechnic Diploma, or completion of the first year of a Bachelor degree. For South Africa see entry below.

Canada

Minimum of six OAC subjects in Grade 13 or Canadian Matriculation, or other provincial equivalents.

China, People's Republic of

Completion of the first year of a Bachelor degree at University

Fiji

Completion of the Fiji Form 7 Examination, The University of the South Pacific (USP) Foundation Studies Program or the first year of a degree at USP, or New Zealand Bursary.

Hong Kong (SAR)

A minimum of two academic Hong Kong or GCE "A" Level subjects at one sitting or completion of a recognised college diploma.

India

The best 4 academic subjects from the All India Senior Secondary School Certificate or completion of the Indian School Certificate (Grade 12) or Higher Secondary Certificate.

Indonesia

Completion of SMA3 (assessment based on DANEM), or the first year of a bachelor degree completed at university.

International Baccalaureate

Completion of the International Baccalaureate Diploma.

Japan

Completion of the first year of a Bachelor degree at University

Korea – South

Applicants must have completed the Republic of Korea Senior High School Diploma or have completed two years at a junior college or the first year of a Bachelor degree.

Malaysia

Minimum of two academic STPM "principal" level subjects at one sitting, or completion of Independent Chinese Secondary Schools Unified Examination Certificate (UEC).

Norway

Norwegian Certificate of Completion of Upper Secondary School Examination or equivalent.

New Zealand

Completion of NZ Universities Bursaries Examination - results based on 5 best grades (4 if grades are high enough)

Pakistan

A minimum of two years of a Bachelor degree

Philippines

Completion of the first year of a Bachelor degree at an approved university otherwise a completed Bachelor's degree.

Singapore

A minimum of two academic GCE "A" level subjects at one sitting, or completion of polytechnic diploma.

South Africa

Completion of the South African Senior Certificate or Matriculation Certificate of the Joint Matriculation Board - based on the results from 6 Higher grade subjects.

Sri Lanka

A minimum of two academic Sri Lankan "A" Level subjects at one sitting.

Sweden

Completion of Swedish Secondary School Leaving Certificate Taiwan (ROC)
Completion of the final year of high school or the first year of a Bachelor degree, or a diploma from Junior College.

Thailand

Completion of the Thailand Certificate of Secondary Education or completion of the first year of a bachelor degree at university

United Kingdom

A minimum of two GCE "A" Level subjects at one sitting or completion of a recognised college diploma.

United States of America

Applicants must have undertaken SATs (Math & Verbal) or ACTs.

Bachelor of Fine Art Honours

To be eligible for entry to the Bachelor of Fine Art (Honours) program, candidates must have:

- completed all the requirements of a Bachelor of Fine Art pass degree or equivalent from another institution, and;
- completed a major in the particular area of study in which they intend to complete the Honours year, including any prerequisite subjects, and;
- maintained a credit average in all subjects in their undergraduate studies and, a Distinction or better in third level Studio Major Discipline or have achieved comparable grades from another institution, and;
- completed a Bachelor of Fine Art degree within the last 4 years;
- an accepted level of English (see English Requirements)

Application Procedure

Application for admission to the Bachelor of Fine Art Honours is in two stages:

Stage I

Applicants must submit:

- An application form
- Certified copies of academic transcripts
- Completed Statement of Intention for Student Initiated Studio Project
- Evidence of 12 recently completed works demonstrating level of proficiency (photographs, slides, visual diaries etc.)

Applications are initially assessed by Applications Review Panel.

Stage II

Successful Stage I applicants are required to attend an interview to discuss:

- The Statement of Intention for Studio Project
- Portfolio of recent work
- Goals in undertaking academic studies at the NAS
- Intentions in relation to art practice

Applicants will be notified via mail of the outcome of their application.

Master of Fine Art Admission Requirements

To be eligible for entry to the Master of Fine Art program, candidates must have:

- completed all the requirements of a Bachelor of Fine Art degree with Honours (first or second class Honours Division One) or equivalent from another institution, and;
- completed a major and Honours year in the particular area of study in which they intend to complete the Masters course, including any prerequisite subjects, and;
- maintained a credit average in all subjects in their undergraduate studies with Distinction in the studio major and, a Distinction or better in Honours year or have achieved comparable grades from another institution;
- Accepted level of English (see information below)

In exceptional cases a candidate who submits evidence of such other academic and professional qualifications in the field of art practice, research and publications (minimum of 5 years experience) as may be approved by the Applications Review Panel may be permitted to enrol for the degree.

Application Procedure

Applications for the Master of Fine Art at the National Art School may be submitted at the commencement of the year or mid year. Applications for semester one close in mid November and for semester two in early June.

Candidates apply for admission to the National Art School Master of Fine Art in two stages:

Stage I

Applicants must submit:

- An application form
- Certified copies of academic transcripts
- A comprehensive written MFA Research by Project Proposal

- Supporting evidence of current works in the form of visual material (slides, video, CD-Rom or other appropriate form)
- A curriculum vitae of achievements in the field of art practice, including research and publications
- The names and contact details of two academic referees who support the candidate's application.

Successful candidates selected in Stage I attend an interview with the Postgraduate Admissions Committee.

Applications are initially assessed by the Postgraduate Committee for appropriate qualifications and valid applications are forwarded to the Departments. A valid application enables an academic assessment to be made on eligibility for admission to candidature and an assessment of the resources required to support the proposed research.

An application would be considered invalid if it did not include such items as certified copies of full academic transcripts, well developed research proposal, details of achievements in the field of art practice.

Stage II

Successful Stage I applicants are required to attend an interview with the Postgraduate Admissions Committee to present and discuss:

- The MFA Research by Project Proposal
- Portfolio of current work
- Goals in undertaking postgraduate academic studies at the National Art School
- Intentions in relation to art practice

The Postgraduate Admissions Committee assess the suitability of candidates on the basis of:

- The Candidates MFA Research by Project Proposal
- The presentation
- Academic transcripts
- Curriculum vitae
- Academic referee reports
- Portfolio of work

The Postgraduate Coordinator will identify at least nominally proposed initial supervisors, ensure that the physical and financial resource requirements of the program are available and return to the Postgraduate Committee within two weeks with a recommendation on the offer of a place to the Committee.

The Postgraduate Committee must be satisfied in respect of the recommendations of the Head of Department and formally approve the admission of the applicant to candidature from the beginning of a given semester. The date will then be used in all subsequent matters related to determination of duration of the candidature.

All admissions are submitted to the Postgraduate Committee for final approval and applicants are notified by mail of the outcome of their application.

Overseas Applicants

Applicants unable to attend interviews in Australia may submit their application with supporting documentation in the form of slides, CD Rom and photographs.

For the Bachelor of Fine Art the application must include two drawings certified as original by their institution.

The Bachelor of Fine Art Honours and Master of Fine Art programs applications must be accompanied by references from previous lecturers acknowledging the original work of the applicant.

English Language Requirement

All undergraduate and postgraduate programs at NAS are taught in English. Applicants who are applying on the basis of qualifications not conducted in the English language must provide evidence that their English language ability meets the requirements for admission.

The required evidence may take the form of results from an acceptable English language test undertaken no more than two years prior to the commencement of the course at NAS.

Only original test certificates are acceptable. The NAS does not accept certified copies of English language results.

Alternatively, applicants whose first language is not English but who have undertaken at least one year of full time study at a university or other tertiary educational institution where the sole language of instruction was English will not be required to undertake a language test if they can provide a statement or certificate issued by the Registrar's office of that institution as confirmation. The study must have been undertaken no more than two years prior to the commencement of the course at NAS

Accepted tests of English competence:

All courses, both undergraduate and postgraduate, offered by NAS require the same minimum standard of English Language proficiency. Listed below are the minimum requirements for each accepted English Language Test.

International English Language Testing Service (IELTS)

The Academic test modules must have been undertaken. The overall minimum score of 6.5 is required together with a minimum score of 6.0 in each of the sub-tests of listening, reading, speaking and writing.

Test of English as a Foreign Language (TOEFL) - computer-based test

Applicants must achieve an overall minimum score of 233 with a minimum in Essay rating 5.0.

TOEFL - paper-based test

The paper based test is being phased out and replaced with the computer-based test. The paper-based test is not acceptable without the Test of Written English (TWE). Applicants must achieve an overall minimum score of 577 with a minimum score of 5.0 in the TWE.

Certificate of Proficiency in English (CPE)

Minimum of a B Grade (8.0) in the Certificate of Proficiency in English (CPE), validated by the University of Cambridge Examinations Syndicate (UCLES).

Combined Universities Language Test (CULT)

The CULT is the UNSW Institute of Languages English test. An overall minimum score of 70 is required with a minimum score of 17.0 in each of the sub-tests of listening, reading, speaking and writing.

Assistance for English Difficulties

Students who are facing difficulties with English and essay writing a program is available to assist students. Information is available from the Department of Art History and Theory, Coordinator Lorraine Kypiotis ☎93398738

Student Visas

The first thing all international students must do to arrange entry into Australia is to obtain a valid student visa from a nearby Australian embassy or consulate. You can be granted a student visa only if you wish to undertake a registered course or part of a registered course on a full-time basis.

A registered course is an education or training course offered by an Australian education provider who is registered with the Australian Government to offer courses to overseas students.

The National Art School is a registered educational institution CRICOS Code: 01605G

The registered courses offered by the National Art School are as follows:

Bachelor of Fine Art	030033J
Bachelor of Fine Art Honours	050913M
Master of Fine Art	050914K

If you are offered a place at NAS, details of how to apply for your student visa will be sent with your offer letter.

Whilst it is possible for holders of visitors visas from certain countries to obtain 'student visa' within Australia, it is advisable to confirm the possibility with the Australian diplomatic post in your home country before leaving home.

Applying for a Student Visa outside Australia

Students wanting to study in Australia can apply for a student visa **after** they have received a letter of offer or Confirmation of Enrolment (CoE) in relation to a full-time course of study.

You can apply for your visa online if you are subject to assessment level 1.

Each student visa application is assessed according to an assessment level. The assessment level is determined by the:
 passport held, and
 visa subclass.

The assessment levels relate generally to how likely students are to comply with their visa conditions, based on previous students' behaviour. Assessment level 1 represents the lowest assessment level and assessment level 5 the highest.

The higher the assessment level, the more evidence you will need to provide to demonstrate your financial capacity, understanding of the English language and other relevant matters.

You can find out your assessment level by accessing the Department of Immigration and Multicultural and Indigenous Affairs website.

Visa Subclasses

Australia's Student visa program has seven subclasses, mostly linked to the education sector. The following table identifies the visa subclasses relevant for courses at the NAS:

If the main course you will be studying is a(n) ...	Then you can apply for a Student visa, subclass ...
bachelor degree	... 573 - Higher Education
masters research	... 574 - Postgraduate Research

How to apply

Contact your local Australian government office overseas to find out: how to make your application; and what your document requirements will be.

You can find the address for your nearest Australian Government office overseas on this website.

See: Office and Contact Details Outside Australia on the following website: www.dimia.gov.au

Important: If you have been assessed as assessment level 3 or 4, you will need a **letter of offer** when you apply for a Student visa **unless** your application is being made through the eVisa facility.

Do **not** enrol in your course **or** obtain a Confirmation of Enrolment (CoE) until you have been advised to do so by your local Australian Government office.

The majority of applications outside of Australia are processed within the following times.

Assessment Levels	Processing Time:
1 and 2	3 weeks

3 and 4	3 months
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Applying for a Student Visa inside Australia

You can apply for a student visa inside Australia if you are:

- currently studying in Australia on a student visa, or
- legally in Australia on another visa **and** are subject to assessment level 1

Note: if there are **exceptional reasons**, you may be eligible to apply for a student visa inside Australia if you are assessed at a different level.

If you apply to change your visa, you may be issued with a bridging visa while your application is considered.

The majority of onshore applications are processed within the following times.

Assessment Levels	Processing Time
1 and 2	2 weeks
3 and 4	1 month

Applications can be made online or in person, information available on the DIMIA website.

If the course has started

If you are legally in Australia, you may start your course once you have lodged your application and while waiting for your application to be decided, providing you do not have a condition on your current visa restricting study.

However, if a decision is made that is not favourable on your student visa application, you will need to withdraw from the course at that time and make arrangements to leave Australia.

Student Visa Requirements

If you are applying for a Student visa inside or outside Australia, you will need to meet some general requirements relating to:

- health
- character
- health insurance
- debts to the Commonwealth of Australia, and
- custody arrangements, accommodation and general welfare, if you are under 18 years of age
- academic, age and career

These requirements apply to all people wishing to study in Australia.

Health

You and any family members included in your visa application **must** satisfy the health requirements specified in the Migration Regulations.

Australia's health requirements are designed to:

- minimise public health and safety risks to the Australian community,
- contain public expenditure on health and community services, and
- maintain Australian residents' access to health and other community services.

The health of overseas students studying in Australia is very important due to the close contact in the classroom environment. Classroom situations include all levels of schooling and study.

Character

You **must** be of good character to enter Australia. The information you provide at the 'Character Declaration' section of form 157A, *Application for a student (temporary) visa*, generally enables an assessment to be made in respect of your character.

Health Insurance

You **must** have acceptable health insurance cover for the period of your intended stay in Australia.

To meet this requirement, you should pay for overseas student health cover (OSHC) for yourself and any family members who will live with you in Australia. The OSHC provides medical and hospital insurance. The NAS collects the OSHC premium from you and arranges to pay the health insurance cover on your behalf.

Debts to the Commonwealth

To enter Australia, you **must** have:

- **no** outstanding debts to the Commonwealth of Australia, **or**
- made acceptable arrangements to repay any outstanding debts to the Commonwealth of Australia.

Accommodation and general welfare arrangements for students under 18-years-of-age

If you are a student who is under 18, you **must** show that you will either:

- live in Australia with your parent or legal custodian, or
- live in Australia with a relative over 21 years-of-age nominated by your parent or custodian, or
- go into care arrangements that have been approved by your education provider.
- If you will be living with a relative, your nominated relative **must**:
- be your brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew,
- be aged over 21 years,
- have the right to remain in Australia until your visa expires or you turn 18 years-of-age, (whichever happens first), and

- show that they are of good character, by providing evidence of a police clearance in the country or countries in which your relative has resided for more than 12 months in the past 10 years after the age of 16.

Your student visa will require you to maintain these accommodation and general welfare arrangements until your visa expires or you turn 18 years-of-age.

If you intend to change your living arrangements at any time while under 18-years-of-age, you must first notify the department.

Academic, Age and Career Requirements

There are additional requirements relating to academic results, age and career requirements applying to each of the visa subclasses. This topic outlines those requirements that apply to each subclass relevant to the NAS.

Subclass 573 – Higher Education sector

The following table describes the additional requirements for Student visa applications in subclass 573 – Higher Education sector.

Assessment level	Additional requirements
1 and 2	You must provide evidence that you have the educational qualifications required by the NAS.
3 and 4	You must provide evidence that either : <ul style="list-style-type: none"> • you have successfully completed Year 12 or equivalent Example: School reports and academic records OR • you are enrolled in, or have completed in Australia, a Foundation course of at least one year's duration Note: Foundation studies course is defined as a course that is registered on CRICOS at the level of "foundation studies". Other courses registered on CRICOS at an award level are not, for student visa purposes, considered to meet the definition of a foundation course and • you have successfully completed Year 11 or an equivalent qualification. Example: school reports and academic records

Subclass 574 – Postgraduate Research sector

The following table describes the additional requirements for Student visa applications in subclass 574 – Postgraduate Research sector.

Assessment level	Additional requirements
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1	You must provide evidence that you have the educational qualifications required by the NAS.
2, 3 and 4	You must provide evidence that you have successfully completed an undergraduate degree or equivalent. Example: Academic records

Financial Requirements

You will need to show that you have enough money to pay for living expenses, education costs and travel for the duration of the course. and to show that you have enough money for you, your spouse and all of your children aged under 18 years, whether or not they will be coming to Australia with you.

Your visa subclass and assessment level determines how you will need to prove your capacity to meet your financial requirements.

Minimum Financial Requirements

You should have enough money to pay:

- your course fees;
- living costs for you, your spouse, and your children aged under 18 years;
- school costs for your children aged between 5 and 18 years;
- your travel costs to and from Australia (including any accompanying family members).

Annual living costs are calculated at:

- \$12,000 for you (the main Student visa applicant);
- \$4,200 for your spouse;
- \$2,400 for your first child;
- \$1,800 for each extra child.

Annual school costs are fixed at \$8,000 for each child aged between 5 and 18 years, regardless of whether or not the child will be accompanying you to Australia.

Exceptions to Minimum Financial Requirements

Exceptions to the minimum financial requirements may apply if you are applying as:

- an exchange student on a subclass 571 (Schools sector) visa; or
- the holder of an international postgraduate research scholarship; or
- a sponsored student; or
- an AusAID or Defence student.

Proof of Financial Requirements

The following table describes the way you will need to show us proof that you can meet your financial requirements.

If your assessment level is ...	Then you will need to ...
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1,	... declare that you have access to enough money to meet the minimum financial requirements in the Student visa application form.
2,	<ul style="list-style-type: none"> • show that you have access to the minimum financial requirements for the first 12 months of your stay in Australia, and • declare that you have access to the minimum financial requirements for the remainder of your stay in Australia. <p>Note: Although non-cash assets are not directly acceptable, it is possible to either:</p> <ul style="list-style-type: none"> • liquidate the assets prior to applying for a student visa, depositing the money you receive in a bank; or • use the assets as collateral for a loan from a financial institution.
3,	<ul style="list-style-type: none"> • show that you have access to the minimum financial requirements from an acceptable source for the first 24 months of your stay in Australia, and • declare that you have access to the minimum financial requirements for the remainder of your stay in Australia. <p>Exception: If you are applying for a subclass 574 (Postgraduate Research sector) visa, you will need to show that you have access to the minimum financial requirements from an acceptable source for:</p> <ul style="list-style-type: none"> • at least the period of any preliminary course; and • the first 12 months of your principal course.
4,	<ul style="list-style-type: none"> • show that you have access to the minimum financial requirements from an acceptable source for the first 36 months of your stay in Australia, and • declare that you have access to the minimum financial requirements for the remainder of your stay in Australia.

	<p>Exception: If you are applying for a subclass 574 (Postgraduate Research sector) visa, you will need to show that you have access to the minimum financial requirements from an acceptable course for:</p> <ul style="list-style-type: none">• at least the period of any preliminary course; and• the first 12 months of your principal course.
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Assessing International Applicants

The following steps are followed in order to determine the visa class of an international applicant or temporary visa holder :

- Originals or certified copies showing a current visa sub-class must be sighted. The visa sub-class is a three digit number specified on the holder's passport or any documentation issued by the Department of Immigration and Multicultural and Indigenous Affairs.
- Comparison of the current visa sub-class to the visa sub-classes listed in this document to determine their eligibility to enrol at the NAS
- The expiry date of the visa is checked to ensure that the visa does not expire before the end of the course.

Letter of Offer

All enrolled international students and temporary visa holders are liable for payment of tuition fees. International students wishing to accept an offer of admission to a program must pay a deposit fee to secure their place. The deposit fee for international students has been set at \$2000. The balance of tuition fees is payable by the date indicated on the invoice issued at enrolment.

The National Art School provides the following information in the offer letter:

- Tuition fees
- Health insurance cost
- Course duration
- CRICOS institution and course names and codes
- Campus location and map
- Cost of living estimate
- Name and telephone numbers of relevant staff contacts

Student Visa: On receipt of the deposit and health insurance payment the NAS will issue an acceptance of offer letter and Electronic Confirmation of Enrolment for Overseas Students (CEOS) which a student requires in order to apply for a student visa for travel to, and temporary residence, in Australia.

Deferment of Offer

Deferment: The National Art School does not permit deferment. Applicant's must re-apply in the usual manner prior to the year they wish to commence.

Health Insurance

It is a student visa condition that all international students have private health insurance for the duration of their stay in Australia through the Overseas Student Health Cover (OSHC) scheme. OSHC covers medical and hospital care expenses that a student may incur while studying in Australia. OSHC will also contribute to the cost of most prescription drugs and emergency ambulance transport.

NAS selects a health insurance and purchasing policy through Medibank Private on behalf of international students. On receipt of the deposit the National Art School pays the OSHC and a student is issued with a Medibank Private health card.

Enrolment

An Enrolment Day is held for all students commencing a new course at the National Art School. Students are issued with the following at enrolment:

- enrolment form listing subjects and fees for the academic year
- Student Handbook
- Student Guide
- Student Card and transport concession sticker

The Enrolment Form must be completed and submitted to the cashier for payment of fees. International students must pay the balance of fees at the time of enrolment.

Orientation

All commencing students are required to attend an orientation week with introductory activities. During this week students are provided with the following information:

- Campus orientation
- Library orientation
- Art History and Theory introduction
- Studio introductions
- Timetables
- Course outlines
- Assessment criteria
- Occupational Health and Safety kits and guidelines for each Department

Full time Study and Attendance

All international students are required to enrol full time. Full time is defined as 100% of the nominal course load as documented in the Student Handbook. Exceptions may be approved by the Head of Department, Head of Studies or Registrar in special circumstances. Such circumstances include:

In the final semester of a course where less than a full time load remains to be completed or a subject needs to be repeated to complete requirements for the course. (Subject may not be repeated more than once)

Under Australian Government regulation (The National Code) international student visa conditions, international students studying a higher education qualification are not required to be monitored for attendance.

Student Records

International student visas are issued for a period of time consistent with the minimum standard course duration. International students are expected to progress through their academic program at a rate which ensures completion within the minimum standard time (See below). The National Art School maintains a record on file of each international student's academic performance for each requirement of the course for which the student is enrolled.

Minimum standard completion time for the following:

Bachelor of Fine Art	3 years
Bachelor of Fine Art Honours	1 year
Master of Fine Art	1.5 years

Course Leave

International students are not permitted to take course leave except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student, for example, bereavement.

Should a student defers or suspends their studies on any other grounds, the National Art School reports the student as not complying with visa conditions to DIMIA via PRISMS.

Personal Details

All international students must at the time of enrolment provide the NAS with a current (Australian) residential address and advice of any change to their contact details, such as a new Australian residential address and contact telephone number.

Pre-arrival Information

An information booklet is issued to students with their Electronic Confirmation of Enrolment outlining the following:

- the exact location of the campus
- campus facilities
- names and telephone numbers of relevant staff to contact in the event of problems
- cost of living
- accommodation options
- payment of fees
- contact names for further information

NAS Infrastructure

Relevant staff contacts for enquiries relating to the following:

National Art School Courses

Student Academic Services

Building 5 mezzanine level

☎9339 8651

Arrival and Accommodation

Peter Ellis, Student Counsellor

Building 1 ground floor

☎9339 8614

Orientation

Merran Esson, First Year Coordinator

Building 24 ground floor

☎9339 8631

English Language and Essay Writing Assistance

Lorraine Kypiotis, Lecturer Art History and Theory

Building 5 level 1

☎9339 8738

Student Support

Student Academic Services

Building 5 mezzanine level

☎9339 8651

First Year Coordinator

Merran Esson

Building 24 ground floor

☎9339 8631

Second/Third Year Coordinator

Student Counsellors

Peter Ellis

Janet Thompson

Building 1 ground floor

☎9339 8614

☎9339 8616

Fees

All international students are liable for payment of tuition fees.

Tuition Fee Deposit: International students wishing to accept an offer of admission to a course must pay a deposit fee of \$2000 to secure their place.

The balance of tuition fees for the year must be paid at the time of enrolment

unless there are exceptional circumstances (see below). All fee payments must be made in Australian Dollars.

The tuition fees are determined in November each year and students will be notified of fee details in their offer letter.

Overseas Student Health Cover fees are included in the total tuition fee. OSHC is initially paid for a minimum period of 12 months. Each year the NAS will renew medical cover for all international students when fees have been paid for that academic year. Medibank Private regularly review the OSHC charges and those quoted on the offer letter are subject to change.

Exceptional Circumstances

Exceptional circumstances may include:

- Inability to obtain a student visa;
- Illness or disability;
- Changes to visa status
- Death of a student or close family member (parent, sibling, spouse or child); or
- Political, civil or natural event which prevents full payment of fees;
- Changes to financial or living circumstances;
- Late application made to the student therefore census dates do not apply.

Payment of Fees

Fees are invoiced and payable on enrolment day or in advance. Students are issued with a Confirmation of Enrolment and Fees Statement (only for outstanding fees) each semester.

Non-payment of Fees

Failure to pay fees according to payment guidelines may result in a student's enrolment not being processed. Should a student enrol late a \$200 late fee will be levied. A student who does not pay full fees for the academic year will not be permitted to enrol in a subsequent year until such a time as the debt is either paid in full or agreement reached between the student and Registrar on the method of payment.

Students indebted to the NAS will not be issued with academic transcripts or any other official credentials and will not be permitted to graduate.

Refunds

Total Refunds

A total refund may be made to an applicant/student approved by the Registrar in the following circumstances:

- an offer of a place is withdrawn
- National Art School is unable to provide the course
- Notice of withdrawal due to exceptional circumstances
- student fails to meet degree progression rules and not permitted to re-enrol who has paid in advance of exclusion notification

- incorrect or incomplete information being supplied by the applicant (in this case the NAS retains 10 per cent of the fee)
- Late application and offer made to the student

A student who fails to meet degree progression rules and who is thus not permitted to re-enrol will be eligible for a refund of fees if paid in advance of notification of exclusion.

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a total refund of tuition fees paid.

Partial Refunds

Please note: The guidelines for partial refunds apply equally to commencing students and continuing students

Partial refunds may be made to an applicant/student in the following circumstances:

- withdrawal from an offer of a place three weeks prior to the commencement of the academic year (full tuition fee less 10 per cent administrative fee)
- inability to begin the course providing **less than three weeks** written notice before the commencement of the academic year of the inability to commence the course (50 per cent of the tuition fee is refunded)
- withdrawal from a course within the first three teaching weeks of the academic year (40 per cent of the tuition fees are refundable)
- withdrawal due to exceptional circumstances

Grounds for Refunds

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for either a total or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund.

Exceptional circumstances may include:

- Inability to obtain a student visa;
- Illness or disability;
- Death of a student or close family member (parent, sibling, spouse or child); or
- Political, civil or natural event which prevents full payment of fees;
- Changes to visa status;
- Changes to financial or living circumstances;
- Late application and offer made to the student therefore census dates do not apply.

No Refunds

A student who withdraws from a course for whatever reason without exceptional circumstances after three teaching weeks shall not be eligible for a refund.

A student whose visa is cancelled shall not be eligible for a refund.

Fees Refunds for International Students who obtain Permanent Residency

An international student who is granted permanent resident status in Australia will be eligible to pay local full fees applying to domestic students.

Permanent resident status is recognised from the date stamped on the student's passport, not the date on which the application for status is made.

If the student has already paid the tuition fees applying to international students, a total refund of these fees will be payable to the student if, in the first year of enrolment, the student has:

- Obtained permanent resident status by the census date for that semester
- Has made arrangements with the NAS to pay fees as a domestic student.

If the student obtains permanent resident status after the census date in a semester, the student will be classified as an international student for the remainder of that semester. The student will be liable to pay the tuition fees applying to international students for that semester. From the following semester, the student will be classified as a permanent resident and will be liable to pay full fees applying to domestic students.

Payment of Refunds

The National Art School must pay any refund within 4 weeks of receiving a written claim from the student.

Payment of refunds should be made as follows:

- Where the NAS defaults, within two weeks after the date of withdrawal of the offer of a place or notification that the NAS is unable to provide the course; and
- Where the student defaults, within four weeks after receiving a written claim from the student.

All refunds will incur an administrative process fee of \$50.00.

Census Dates

Semester 1 Friday of Week 3 Semester 1

Semester 2 Friday of Week 3 Semester 2

Appeals

NAS has a clearly defined appeals process relating to the refund of fees, whereby the NAS' decisions regarding fees refunds can be appealed if the student believes that:

- the NAS has not honoured its stated fees refunds policy or
- not all of the relevant information has been taken into account

The appeal must be lodged within twenty one (21) days after the date on which the fees refund notice is served on the student. A student lodges an appeal by giving written notice to the Registrar of the National Art School.

The student's appeal must be signed by the student and must specify:

- the determination, penalty or compensation amount against which the appeal is lodged; and
- the grounds of the appeal; and
- the student's residential address.

Within twenty one (21) days after a student has lodged a notice of appeal, the Registrar must cause the student to be notified in writing of the place, date and time for the hearing of the appeal.

Appeals Committee

The National Art School must convene an Appeals Committee to hear and determine an appeal.

The members of the Appeals Committee includes:

- a member of staff of the National Art School nominated by the student in the notice of appeal, or
- if no such nomination is made or if the nominated person refuses to sit on the Appeals Committee, a member of staff of the National Art School nominated by Head of Studies or Registrar of the NAS.
- one of the members of the Appeals Committee is to be a person nominated by the complainant.

A staff member, who issued any notice in respect of the matter and the subject of the appeal, is ineligible to be a member of the Appeals Committee.

Procedure at Appeal

An Appeals Committee may determine:

- the procedure to be followed by the Committee, and
- the persons who may be present during proceedings before the Committee, and
- the witnesses (if any) who may be called before the Committee.

Neither of the following persons is entitled to call witnesses to appear at a determination of an appeal:

- the student who is the appellant,
- the staff member who made the determination in respect of which the appeal was lodged.

However, the student concerned and the staff member may each nominate a staff member to represent him/her before the Appeals Committee making the determination.

The Appeals Committee may determine an appeal even if there is no appearance before the Committee by or on behalf of a party to the appeal.

Determination by Appeals Committee

An Appeals Committee may, in relation to an appeal:

- uphold the appeal, or
- dismiss the appeal, or
- alter a penalty, compensation amount or condition imposed.

The decision of an Appeals Committee is final.