



CUA CREATIVE ARTS & CULTURE TRAINING PACKAGE

**FOLIO AND ADVANCED DIPLOMA OF SCREEN AND MEDIA CUA60615
DIPLOMA OF SCREEN AND MEDIA CUA51015
CERTIFICATE IV IN SCREEN AND MEDIA COURSE CODE: CUA41215**

1. The Footscray City Films course deposit of 25% is due on or before registration day. All Materials Charges are expected to be paid by the end of February 2018, or according to your payment plan options.
2. The 25% of the Materials Charges should be payable to Footscray City Films in advance of the commencement of the course or on Registration Day 2018. There will be a final account issued 4 weeks prior to the end of Term 1 where the balance owing should be complete. Should the student fall behind in their fees, they will no longer be permitted to attend classes, practical sessions or use the Footscray City Films facilities.
3. Where there is difficulty with payment this should be made in writing and sent to the Head of the Film School, Film and Television Department, Footscray City College, 1 Kinnear Street; Footscray 3011.
4. Should a student choose to withdraw from a course at Footscray City Films, they must notify the Head of the Film School in writing. 25% of the deposit is refundable up to the first day of the commencement of each course and a \$200 Non – Refundable Administrative Charge will apply. After this date the 25% deposit is non – refundable.
5. Any residual student fees will then be refunded upon written request within 30 days of the written request. The course requires a minimum attendance of 80%. If a student ceases to attend classes and practical sessions, this will not be considered as a formal withdrawal and the accrual of course fees will therefore be non refundable.
6. If a student is repeatedly disruptive in class or conducts themselves in a non socially acceptable manner, which includes the making of sexist or racist statements, bullying, harassment, intimidation or other behaviour that may have the result of inhibiting the learning experience of the other students in the group; the student will receive a verbal warning, then two written warnings after which, if the student's behaviour continues to interfere with the learning of the other class members, the offender's course of study at the Film School will be terminated and any course fees currently held in credit will be non refundable. The option of course termination/expulsion from the course is totally at the discretion of the Head of the Film School.
7. If a Footscray City Film student is experiencing difficulty with a specific topic area or subject and requires additional assistance, the student must arrange to meet with the HOD (head of department) as soon as possible. Footscray City Film School will do their best to assist with additional tuition to assist with any learning difficulties, however if additional long term tuition is required, then Footscray City Film School will arrange a personal tutor for the student at the expense of the student, should the student request it.
8. Student projects must be received no later than 5:00 PM on the due date. Projects must be submitted in the correct format outlined in the assessment task sheet (ATS). Should a student require an extension for a project, the student must complete a special consideration form and submit it to the Head of the Film School for evaluation prior to the due date for the project and definitely prior to the conclusion of the subject. Under no circumstances will an extension be granted to any student lodging an application after the project due date.
9. Any student applying for recognition of prior learning (RPL) or Credit Transfers (CT) should complete the Footscray City Films RPL application form and submit the form with the registration form. There are no fees or charges in relation to credit transfers from Footscray City Films or any other institution providing there is an academic transcript supplied with the application in which there is a clear definite match in the unit codes.
10. RPL and CT can only be applied for as part of the registration process. RPL and CT applications will not be

processed other than when submitted with the registration form.

11. Footscray City Films maintains the right to use any product produced by students attending programs at Footscray City Films for promotional and marketing exercises including images or recordings of students participating workshops and classes.
12. Students who have booked Footscray City Film facilities in which to undertake film work and do not attend the booked session without notification will have their future booking privileges restricted.
13. Upon registration the student will receive a Footscray City Film School student card and will be expected to carry that card with them while studying at the campus or undertaking practical sessions.
14. Any non-registered parties being brought onto the campus as a guest must register at reception prior to entry. Anyone found on the campus without a valid student card or a visitor's pass will be asked to leave the premises.
15. At Footscray City Films we aim to provide the best service we possibly can to the students. As a result we take any suggestions or complaints seriously. Any complaints can be made by filling in the complaints form and presenting it to the Head of the Film School. These complaints or suggestions will be raised as points at open forums held at the end of each semester. These forums are open to any students to attend and information on the scheduling of these forums can be found on the notice board.

In signing this form I acknowledge that I have read and I accept these terms and conditions of study

STUDENT NAME:

STUDENT SIGNATURE:

DATE:
