

NIDA

National Institute
of Dramatic Art

THEATRE
FILM
TELEVISION

GRADUATE TUITION FEE SCHEDULE 2024

DOMESTIC STUDENTS

FOR ALL ENQUIRIES
PLEASE CONTACT
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Learn more at nida.edu.au

Graduate Tuition Fee Schedule 2024

Domestic Students

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Introduction

The following is a summary of the current tuition fees, payment options and administration fees for 2024. 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 to determine how the Tuition fee is calculated for your course 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.

Payment Options

Domestic students have three 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.

3. Combination of Upfront and FEE-HELP

When choosing to in a Combination of Upfront and Fee Help, you must select which subjects you are paying upfront, and which subjects you are paying via 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 20 May 2022. 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.

***Please refer to the census date table for each individual course.**

Administration Fees 2024

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

| Administration and Other Fees 2024 | | |
|---|---|------------------|
| Item/Service | Detail | Cost 2024 |
| Binding supplies | 1 comb, 1 cover, 1 back | \$2.00 |
| Graduation (2 guests no charge) | Academic Dress Hire: gown, hood and cap | \$45 |
| Graduation | Additional tickets for guests | \$22 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 | \$95 |
| Testamur replacement | 1 testamur – standard international postage | \$115 |
| Transcript replacement | 1 transcript – domestic postage | \$30 |
| Transcript replacement | 1 transcript – standard international postage | \$40 |

Tuition Fees

MASTER OF FINE ARTS 2024

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.

| Degree | Course Duration | 2024 Annual Tuition Fee \$AUD * | Estimated Course Tuition Fee* |
|---|-----------------|------------------------------------|-------------------------------|
| Master of Fine Arts (Directing) | 18 months | \$27,120.00 | \$40,680.00 |
| Master of Fine Arts (Dramatic Writing) | 18 months | \$27,120.00 | \$40,680.00 |
| Master of Fine Arts (Cultural Leadership) | 27 months | N/A | \$36,630.00 |

Tuition fees are reviewed annually. If you are enrolled, you are liable for any additional tuition costs should 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 2024, please refer to the specific course page in this schedule.

Master of Fine Arts (Directing)

Full Time

Course duration 5th Feb 2024 to 20th June 2025.

Tuition Fees

| 2024 | | | | |
|-----------------------------|-----------------------------------|---------------|------------|--------------------|
| Subject Code | Subject | Credit Points | EFTSL** | Tuition Fee* |
| Semester 1 2024 | | | | |
| DIR9101A | Directing Techniques A | 20 | 0.167 | \$4,520.00 |
| DIR9102A | Directing Practice A | 25 | 0.208 | \$5,650.00 |
| DIR9104A | The Contemporary Director A | 5 | 0.042 | \$1,130.00 |
| DIR9105A | Dramaturgy A | 10 | 0.083 | \$2,260.00 |
| Total for Semester 1 | | 60 | 0.5 | \$13,560.00 |
| Semester 2 2024 | | | | |
| DIR9101B | Directing Techniques B | 20 | 0.167 | \$4,520.00 |
| DIR9102B | Directing Practice B | 25 | 0.208 | \$5,650.00 |
| DIR9104B | The Contemporary Director B | 5 | 0.042 | \$1,130.00 |
| COM9103B | Practice Based Research Project B | 10 | 0.083 | \$2,260.00 |
| Total for Semester 2 | | 60 | 0.5 | \$13,560.00 |
| Semester 3 2024 | | | | |
| DIR9104C | The Contemporary Director C | 10 | 0.083 | \$2,260.00 |
| DIR9106C | Major Directing Project C | 40 | 0.333 | \$9,040.00 |
| COM9103C | Practice Based Research Project C | 10 | 0.083 | \$2,260.00 |
| Total for Semester 3 | | 60 | 0.5 | \$13,560.00 |
| Total | | 180 | 1.5 | \$40,680.00 |

***The tuition fees are reviewed each year and you will be 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.

MFA (Directing) 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.

Please find the below census dates for MFA (Directing) 2024 cohort:

| Subject Code | Subject | Census Date |
|----------------------|-----------------------------------|----------------|
| Census Date 1 | | |
| DIR9101A | Directing Techniques A | 20 March 2024 |
| DIR9102A | Directing Practice A | 20 March 2024 |
| DIR9104A | The Contemporary Director A | 20 March 2024 |
| DIR9105A | Dramaturgy A | 20 March 2024 |
| Census Date 2 | | |
| DIR9101B | Directing Techniques B | 28 August 2024 |
| DIR9102B | Directing Practice B | 28 August 2024 |
| DIR9104B | The Contemporary Director B | 28 August 2024 |
| COM9103B | Practice Based Research Project B | 28 August 2024 |
| Census Date 3 | | |
| DIR9104C | The Contemporary Director C | 12 March 2025 |
| DIR9106C | Major Directing Project C | 12 March 2025 |
| COM9103C | Practice Based Research Project C | 12 March 2025 |

MFA (Directing)

Additional Costs

Book List

As part of your course, you must acquire copies of the following books.

Knebel, Maria (2021). *Active Analysis*. ed. Anatoli Vassiliev, trans. Irina Brown. Routledge.

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

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

Tools

- Laptop/tablet.

Information Technology Recommendations

Students are required to have access to a Laptop (Windows 10 and later), MacBook (Mac OS 10.15 Catalina or later). All the devices should comply with 5ghz (dual band). All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, it is advised to use the Microsoft OneDrive storage provided by your NIDA Account, for optimum video processing (if required by your subject) on your computer (Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.

Master of Fine Arts (Dramatic Writing)

Full Time

Course duration 5th Feb 2024 to 20th June 2025.

Tuition Fees

| 1 st Year, 2024 | | | | |
|-----------------------------|---|---------------|------------|--------------------|
| Subject Code | Subject | Credit Points | EFTSL** | Tuition Fee* |
| Semester 1 2024 | | | | |
| DWR9101A | Principles of Dramatic Writing A | 30 | 0.25 | \$6,780.00 |
| DWR9102A | Story & Culture A | 10 | 0.083 | \$2,260.00 |
| DWR9103A | Writing for Stage A | 20 | 0.167 | \$4,520.00 |
| Total for Semester 1 | | 60 | 0.5 | \$13,560.00 |
| Semester 2 2024 | | | | |
| DWR9104B | Writing for Screen B | 20 | 0.167 | \$4,520.00 |
| DWR9105B | Episodic Writing B | 20 | 0.167 | \$4,520.00 |
| DWR9106B | Business of Writing B | 10 | 0.083 | \$2,260.00 |
| COM9103B | Practice Based Research Project B | 10 | 0.083 | \$2,260.00 |
| Total for Semester 2 | | 60 | 0.5 | \$13,560.00 |
| Semester 3 2024 | | | | |
| DWR9107C | Interactive and Immersive Story Telling C | 10 | 0.083 | \$2,260.00 |
| DWR9108C | Major Writing Project C | 40 | 0.333 | \$9,040.00 |
| COM9103C | Practice Based Research Project C | 10 | 0.083 | \$2,260.00 |
| Total for Semester 3 | | 60 | 0.5 | \$13,560.00 |
| Total | | 180 | 1.5 | \$40,680.00 |

***The tuition fees are reviewed each year and you will be 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.

MFA (Dramatic Writing) 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.

Please find the below census dates for MFA (Dramatic Writing) 2024 cohort:

| Subject Code | Subject | Census Date |
|----------------------|---|----------------|
| Census Date 1 | | |
| DWR9101A | Principles of Dramatic Writing A | 20 March 2024 |
| DWR9102A | Story & Culture A | 20 March 2024 |
| DWR9103A | Writing for Stage A | 20 March 2024 |
| Census Date 2 | | |
| DWR9104B | Writing for Screen B | 28 August 2024 |
| DWR9105B | Episodic Writing B | 28 August 2024 |
| DWR9106B | Business of Writing B | 28 August 2024 |
| COM9103B | Practice Based Research Project B | 28 August 2024 |
| Census Date 3 | | |
| DWR9107C | Interactive and Immersive Story Telling C | 12 March 2025 |
| DWR9108C | Major Writing Project C | 12 March 2025 |
| COM9103C | Practice Based Research Project C | 12 March 2025 |

Information Technology Recommendations

Students are required to have access to a Laptop (Windows 10 and later), MacBook (Mac OS 10.15 Catalina or later). All the devices should comply with 5ghz (dual band). All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, it is advised to use the Microsoft OneDrive storage provided by your NIDA Account, for optimum video processing (if required by your subject) on your computer (Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.

Students will need to have access to scriptwriting software on their laptops. Appropriate software will be recommended.

Master of Fine Arts (Cultural Leadership)

Part Time

Course duration 5th Feb 2024 to 20th June 2025.

Tuition Fees

| Subject Code | Subject | Credit Points | EFTSL** | Tuition Fee* |
|-----------------------------------|---|---------------|-------------|--------------------|
| MFA Study Period 2024/2025 | | | | |
| CUL9105 | Communication & Persuasive Presentation | 10 | 0.069 | \$1,980.00 |
| CUL9104 | Leadership and Governance | 20 | 0.139 | \$3,960.00 |
| CUL9103 | Cultural Policy and Practice | 20 | 0.139 | \$3,960.00 |
| CUL9101 | Cultural Transformation and Sustainability | 50 | 0.347 | \$9,900.00 |
| CUL9106 | Communications and Advocacy | 5 | 0.034 | \$990.00 |
| CUL9107 | Evaluation Methodologies for Cultural Leaders | 10 | 0.069 | \$1,980.00 |
| CUL9108 | International Case Study | 35 | 0.243 | \$6,930.00 |
| COM9102 | Generating Research Through Practice | 30 | 0.208 | \$6,930.00 |
| Total | | 180 | 1.25 | \$36,630.00 |

***The tuition fees are reviewed each year and you will be 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.

Census Dates for MFA (Cultural Leadership)

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.

Please find the below census dates for MFA (Cultural Leadership) 2024 cohort:

| Subject Code | Subject | Census Date |
|--------------|---|----------------|
| CUL9105 | Communication & Persuasive Presentation | 14 March 2024 |
| CUL9104 | Leadership and Governance | TBA* |
| CUL9103 | Cultural Policy and Practice | 22 August 2024 |
| CUL9101 | Cultural Transformation and Sustainability | TBA* |
| CUL9106 | Communications and Advocacy | 14 March 2024 |
| CUL9107 | Evaluation Methodologies for Cultural Leaders | TBA* |
| CUL9108 | International Case Study | TBA* |
| COM9102 | Generating Research Through Practice | 22 August 2024 |

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, 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 videoconferencing 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.

Master of Fine Arts (Cultural Leadership)

Collaborative Online Platforms

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

Intensives

The Cultural Leadership course is delivered part-time. Four 4-5 days intensives (over a weekend) are held each year on campus, 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

Students are required to have access to a Laptop (Windows 10 and later), MacBook (Mac OS 10.15 Catalina or later). All the devices should comply with 5ghz (dual band). All notebooks should be secured with a Kensington lock to help prevent theft.

For file transfers and data backup, it is advised to use the Microsoft OneDrive storage provided by your NIDA Account, for optimum video processing (if required by your subject) on your computer (Laptop/MacBook/Desktop etc.) a 1GB dedicated graphics card is recommended but not compulsory.

Scholarships

NIDA scholarships are aimed at encouraging and enabling students to devote themselves full-time to their NIDA studies. Scholarship 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 number of scholarships to students to assist with living costs. These are allocated to students using a range of criteria, including financial need.

Who is eligible?

Full-time Degree and Post Graduate Degree students are eligible to apply, as long as they are domestic applicants (those who are a citizen or permanent resident of Australia, a citizen of New Zealand or the holder of an Australian humanitarian visa). Details and the application form can be found on the NIDA Website - nida.edu.au/scholarships.

How are they allocated?

Scholarships are means tested, once a student completes their application and the scholarship application period closes, the scholarship 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

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 debt for the Unit.

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 students 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 exceptional circumstances, or if the student has been prevented from completing the requirements of a Unit of Study after the census date due to exceptional circumstances. The student must provide independent supporting documentary evidence and demonstrate that there are exceptional 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 of Learning & Innovations or The Deputy Director of Learning and Innovations (VET). A student must provide independent supporting documentary evidence and demonstrate that there are special circumstances, which support the requests 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 of Learning & Innovations or The Deputy Director of Learning and Innovations (VET) 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 of Learning & Innovations or The Deputy Director of Learning and Innovations (VET) will report their determination in writing to the Director/CEO.

The Director of Learning & Innovations or The Deputy Director of Learning and Innovations (VET) 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 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 completing NIDA's official withdrawal form. 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 the census date. 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 of Learning and Innovation 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 CEO may waive or defer these matters.