



## STUDENT TUITION CONTRACT

1. Bound by Statutes, Course Requirements, Policies and Rules
  - 1.1 You accept, will comply with and will be bound by the statutes, rules, relevant course requirements, admission requirements, procedures and policies of the college.
  - 1.2 Tabor's current policies and procedures are available for viewing on our website;  
[\(About/Study at Tabor/Policies\)](#)
  - 1.3 You accept that you will be subject to the lawful instructions of officers of Tabor and accept the jurisdiction of the College in all matters connected with academic progression and with discipline.
  - 1.4 This Contract, and the availability of complaints and appeals processes in College rules, policies and procedures, does not remove your right to take action under Australia's consumer protection laws.
2. Variation of Website Information
  - 2.1 The information contained in the College's website and publications is subject to change. The College reserves the right to amend or modify without notice the content of the website and other publications. The College will inform students of changes which may affect their enrolment.
3. Provision and Disclosure of Personal Information
  - 3.1 You acknowledge and agree that:
    - (a) personal information supplied by you directly to the College;
    - (b) personal information supplied by you to an authorised agent of the College; and
    - (c) personal information supplied by you to the South Australian Tertiary Admissions Centre (SATAC) and which you have authorised SATAC to disclose to the College, will be used for the administrative and/or educational purposes of the College.
  - 3.2 You acknowledge that:
    - (a) the College is required by law to provide personal information about students to Centrelink, the Australian Government Department that is responsible for tertiary education, the Australian Government Department that manages immigration and the Australian Taxation Office and other bodies as required by law;
    - (b) the College may disclose aggregated statistical information for statutory reporting or other administrative or educational purposes in a form that will not identify any person individually; and
    - (c) an electronic photographic image of you will be collected and stored by the College for student identification purposes.
  - 3.3 See the Privacy Policy at [\(About/Study at Tabor/Policies\)](#)

#### 4. Information Provided and Supporting Documentation

- 4.1 You declare that, to the best of your knowledge, all information including supporting documentation that you have provided in respect to your application, admission and enrolment is true and correct.
- 4.2 You understand and agree that the College is not responsible or liable for any errors resulting from inaccurate information provided by you.
- 4.3 If you provide any false or misleading information to the College, the College may, at its sole discretion, terminate this Contract by notice in writing to you.
- 4.4 Where requested by the College, you agree to provide proof of your residency or citizenship, or provide certified copies of supporting documentation so that your eligibility for an offer, for a Commonwealth Supported place, and/or a Higher Education Loan Program (HELP) loan, can be verified.

#### 5. Receipt of Electronic Information

- 5.1 You understand that information will be sent by the College to you in electronic form.
- 5.2 You agree to access your College email regularly (including during study breaks, holidays and leaves of absence) in order to ensure that you are receiving official communications from the College.

#### 6. Placements, Field Work and Research

- 6.1 You acknowledge and agree that some Courses at Tabor have a placement or field work component and that it is your responsibility to check with the Head of Program / Course Coordinator to determine if your Course has placement or field work components and to clarify any conditions attached to any such placement or field work components. Examples of conditions might be the need to obtain a current Australian Federal Police check clearance or Working with Children Check.
- 6.2 If you do not meet the conditions of any mandatory placement or field work component the College may, at its sole discretion terminate this Contract by notice in writing to you. This means that you will not be able to enrol in any further subjects or graduate with the award this contract relates to.

#### 7. Fees and Refunds

- 7.1 You agree to pay to the College all fees and charges (including all student contribution amounts) directly arising from your enrolment by the due date.
- 7.2 You understand that the fees and charges payable for your Course or subject/s may increase each year and you agree to pay the increased amounts in each subsequent year of your Course.
- 7.3 Detailed information regarding fees, student contribution amounts and payment dates can be found in the Student Fees Policy available at [\(About/Study at Tabor/Policies\)](#) and the Fees Booklet available at [\(About/Study at Tabor/Fees\)](#)

7.4 Detailed information regarding refunds can be found in the Student Fees Policy, Appendix A: Student Refund Procedures.

7.5 It is your responsibility to understand the importance of census dates and when the census date is for each subject you are enrolled in. Detailed information about census dates can be found on Tabor's website at [\(About/Study at Tabor/Census Dates and CAN's\)](#)

7.6 It is your responsibility to check your Commonwealth Assistance Notice for each census date you are enrolled in. Detailed information about Commonwealth Assistance Notices can be found on Tabor's website at [\(About/Study at Tabor/Census Dates and CAN's\)](#)

## 8. Recognition of Prior Learning

8.1 The College aims to maximise the credit that students can gain for learning already undertaken and seeks to enhance student progression into and between AQF qualifications, recognising the multiple pathways that students take to gain AQF qualifications and that learning can be formal, non-formal or informal.

8.2 Credit should be applied for as soon as possible in your studies so as to maximise any potential credit you may receive.

8.3 More information can be found in the Recognition of Prior Learning and Credit Transfer Policy available at [\(About/Study at Tabor/Policies\)](#)

## 9. Academic Integrity

9.1 It is crucial to the integrity of your academic work that all sources of research, insight, or quotations not original to you be clearly identified. All students and academics should follow the discipline appropriate method for referencing the work of others in order to avoid plagiarism. Plagiarism can be defined as presenting work in any format, without appropriate attribution to the original source or paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work. Additional information and examples of plagiarism are provide on the Turnitin website at:

[http://www.turnitin.com/assets/en\\_us/media/plagiarism\\_spectrum.php](http://www.turnitin.com/assets/en_us/media/plagiarism_spectrum.php)

9.2 Other forms of academic misconduct are collusion and cheating, such as students separately submitting the same piece of work, or a student submitting the same piece of work (or significant parts of that work) for two or more different assessment tasks without the assessor's permission, contract cheating (paying a person or business to write an assignment for you) and exam misconduct such as taking unauthorised materials into the examination room, or attempting to, or actually copying other students' work.

9.3 Full detail about academic integrity and academic misconduct can be found in the Student Integrity Policy available at [\(About/Study at Tabor/Policies\)](#)