

TERMS AND CONDITIONS

Updated May 2009



GRADSCHOOL.COM.AU

1. ENROLMENT

Enrolment with GraduateSchool.com Pty Limited (GradSchool) utilises the Online Enrolment system available at <http://myhub.newcastle.edu.au>. The number of students admitted to a program or enrolled in a course for a given term may be limited.

While GradSchool and the University provide students with assistance and advice, it is the student's responsibility to ensure that the courses selected meet the program rules and requirements and that they are enrolled correctly. GradSchool and the University take no responsibility for error in course selection, or failure to complete the necessary enrolment procedures.

2. PAYMENT OF FEES

Tuition fees must be paid in full within 14 days of being invoiced by the University, or deferred through the Fee-HELP system (eligible students only) at the time of enrolment. Any student who is indebted to GradSchool or the University may be refused permission to enrol and her or his academic results may be withheld.

A full schedule of fees can be found on the GradSchool website at: <http://gradschool.com.au/How-to-Apply/Program-Fees.aspx>

3. DISTRIBUTION OF COURSE MATERIALS

Prior to the commencement of term, GradSchool will distribute at its expense course materials to the mailing address nominated during the Online Enrolment process. If GradSchool receives advice of a change of address after course materials have been dispatched, any redirection costs will be the student's responsibility.

4. WITHDRAWAL POLICY

Students wishing to withdraw from a course(s) can do so using the Online Enrolment system at <http://myhub.newcastle.edu.au>.

Please note: Students wishing to defer their study are required to withdraw from their course(s).

Students may withdraw without academic penalty at any time during a term until the last day of term. A failure (FF) grade will result where a student does not complete the course requirements and neglects to withdraw on or before the last day of term.

Students have until 3 weeks prior to the term commencement date to withdraw from courses without any financial penalty.

Students who withdraw after this date and up until the census date will be charged a withdrawal fee of AUD200.00 per course for domestic students or AUD400.00 per course for international students. Students who withdraw after the census date will be required to pay their course fees in full.

5. COMPUTER EQUIPMENT

Students are responsible for ensuring that they have the necessary computer equipment as follows, minimum requirements are:

- PC successfully running Windows 2000, XP or Vista or Macintosh running OS X 10.2 or later
- Reliable Internet access
- Video card capable of 800 x 600 resolution or greater
- CD-ROM or DVD-ROM drive
- An up-to-date, Blackboard supported web browser. See the University's browser compatibility page for details: <http://newcastle.edu.au/service/blackboard/blackboard-software-requirements.html>