



## ATOD Terms and Conditions of Enrolment

The term “Student” refers to any individual enrolled in an ATOD qualification program. For the avoidance of doubt, this definition includes students enrolled through a third-party partner studio or school referral to ATOD.

Upon confirmation of enrolment with ATOD, the Student acknowledges and agrees to be legally bound by the following terms and conditions, as well as the provisions set forth in the Student Handbook, and any rules, policies, or regulations currently in effect or that may be established in the future by ATOD.

### Terms and Conditions: **ATOD STUDENTS**

- **Compliance with Policies and Rules:** The Student agrees to comply with these terms and conditions, the Student Handbook, and any student rules or policies that are now in existence or may be established by ATOD at any time.
- **Prerequisite Requirements:** The Student acknowledges that they must have completed any prerequisite requirements, including satisfactorily completing an appropriate level of dance exam or completing the audition process for entry.
- **USI Requirement:** The Student must supply a valid Unique Student Identifier (USI) prior to the issuance of any refund or certification.
- **Language, Literacy, and Numeracy (LLN) Quiz:** The Student agrees to complete a language, literacy, and numeracy quiz upon confirmation of enrolment.
- **Notification of Changes:** The Student agrees to notify ATOD of any changes to their email address, postal address, or other contact details within seven (7) days of such changes occurring.
- **Technology and Internet Access:** The Student is solely responsible for securing and maintaining the necessary technology, devices, and Internet service required to complete the training. Detailed device requirements are specified in the Student Handbook.
- **Course Fees and Materials:** The Student acknowledges that the course fees include all relevant study materials and three (3) assessment attempts per unit if required. Additional assessment attempts will incur a fee as stipulated by ATOD.
- **First Aid Course:** The Student acknowledges that they are responsible for sourcing and paying for a current first aid course, in accordance with the requirements of their studies.

- **Payment Plan Agreement:** By opting for the payment plan, the Student agrees to be legally bound by the terms set forth in the Payment Plan Agreement.
- **Late payment:** If the Student defaults on payment, ATOD may engage a debt collection agency to recover the outstanding amount. The Student agrees to bear all associated fees, including administrative, collection, and legal costs. ATOD will provide written notice of the debt, allowing a reasonable time to pay before initiating recovery procedures.
- **Refund Policy:** The Student agrees to the terms of the ATOD Refund Policy. All applications for a refund must be submitted in writing.
- **Changes to Course and Fees:** ATOD reserves the right to modify course fees, dates, content, trainers, or methods of presentation at its sole discretion. The Student acknowledges that such changes may occur and agrees to these potential modifications.
- **Mentor Studio:** The Student is required to locate and identify a mentor studio that will assume the responsibilities outlined in the studio responsibility document and mentor package. In the event of a breakdown in the original mentor relationship, the Student is responsible for finding a new mentor studio.
- **Academic Integrity and AI Policy:** The Student must be familiar with and adhere to ATOD's Academic Integrity and AI Policy, both of which are available in the Student Handbook.
- **Course Completion and Extensions:** The Student must complete the course within the specified duration of enrolment. If circumstances change, the Student may apply for an extension and pay the required fees or provide evidence of compassionate or hardship reasons preventing course completion by the due date.
- **Non-Contact Consequences:** The Student acknowledges and agrees that failure to respond to communications from ATOD regarding continued enrolment, despite reasonable efforts to establish contact, will result in automatic withdrawal from the course. The Student further acknowledges and agrees that they will remain fully liable for all tuition fees associated with the course, regardless of such withdrawal.
- **Accreditation:** The Student acknowledges that they are enrolling in a nationally accredited course, and the qualification or statement of attainment will be issued by the Australian Teachers of Dancing (ATOD) RTO#31624.
- **Consent to Personal Information Use:** The Student consents to the collection, use, and disclosure of personal information in accordance with the Privacy Notice available on the ATOD RTO website and in the Student Handbook.

# Australian Teacher of Dancing

RTO# 31624. <https://www.atod.net.au/>



- **Media Release:** The Student's image will not be used by ATOD unless a media release form has been signed by the Student. Any use of the Student's image by the studio or school is governed by a separate agreement between the Student and the studio or school.
- **Provision of Accurate Information:** The Student acknowledges that providing false, misleading, or incomplete information may result in the cancellation of enrolment, or the withdrawal of any offer made.
- **Acknowledgment of Policies:** by signing and submitting the enrolment form, the Student acknowledges having read, understood, and agreed to ATOD terms and conditions of enrolment, policies, the refunds, complaints and appeals policy and procedures, and the provisions outlined in the Student Handbook.