

# THE FASHION INSTITUTE

EST. 2010

## FREQUENTLY ASKED QUESTIONS

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### ADMISSIONS + ENROLMENT \_

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| <b>Can I take a break from my course to travel overseas?</b>                                   | You can suspend your enrolment to take a leave of absence, for example to travel, for up to a maximum of 12 months. If you want to suspend your enrolment for a longer duration, you will be required to withdraw from the course and re-apply when you are ready to recommence your study. Applications to suspend your enrolment should be made no later than five working days before Census Date to avoid academic and/or financial penalty.   |
| <b>What is the longest time I can take to complete a course?</b>                               | How long you take to complete your course of study at ICAT depends on several factors such as the duration of your course, your study load, your academic progression and if you take any time away from our studies. Generally, the maximum number of subjects you can take per trimester is four (for a full-time study load) and the minimum number of subjects per trimester is two (for a part-time study load).  |
| <b>What is a Census Date?</b>  | Census Dates are the official deadline for finalising your enrolment and fees without incurring any academic and/or financial penalties. For example, if you wish to withdraw your enrolment or change to a part-time study load, you must do so before the relevant Census Date to avoid a 'Withdrawn Fail' on your academic transcript and incurring a fee liability for those subjects. Each trimester has its own Census Date, and these listed in the Academic Calendar and Student Handbook. |
| <b>What is a trimester?</b>  | Trimesters are study periods. Each trimester is a 12-week block of teaching.   |
| <b>What is a unit?</b>   | A unit is a subject. A full-time student will study 4 units each trimester.  |
| <b>Can I defer the start of my course?</b>   | You can defer the start of your course for up to a maximum of 12 months. If you want to defer for a longer duration, you will be required to withdraw from the course and re-apply when you are ready to recommence your study at ICAT. Applications to defer your enrolment should be made before Census Date to avoid academic and/or financial penalty.   |
| <b>If I enroll as a full-time student, can I change to part-time study after I've started?</b> | You may change your study load from full-time to part-time, and vice versa, during your studies. However, to avoid academic and/or financial penalty, you should make any changes to your enrolment prior to Census Date for that trimester.   |

## FEES + PAYMENT \_

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| <b>How can I pay my course fees?</b>                             | <p>You can pay your course tuition fees one of three ways, either.</p> <ul style="list-style-type: none"> <li>• Upfront on receipt of an invoice in Week 1</li> <li>• Via the FEE-HELP loan system</li> <li>• Or a combination of both</li> </ul> <p>Indicative course fees are based on the normal course duration provided you maintain a full-time study load and satisfactorily complete all course requirements on the first attempt. Total course fees may vary if you are required to repeat any course requirements.</p>  |
| <b>Can I pay my tuition fees by instalment?</b>                  | <p>Your tuition fees are charged and payable each trimester. You are only charged for the units you are enrolled in each trimester. Tuition fee payment is due by the Census Date each trimester.</p>   |
| <b>Do I get a discount if I pay my fees upfront?</b>             | <p>There is no discount for upfront fee payment.</p>  |
| <b>What are the non-tuition fees?</b>                            | <p><b>Non-Tuition Fees - 2024 SSAF Fees*</b><br/>                 Full-time students - \$105.00 per trimester<br/>                 Part-time students - \$78.75 per trimester<br/>                 *Students studying online are also required to pay SSAF.</p> <p>The SSAF (Student Services + Amenities Fee) was introduced by the Australian Government to help fund support for services such as career advice, support services, amenities and events. The SSAF is charged at enrolment and is due on a different date to your tuition fees. You will be issued a separate invoice ahead of every census period. Eligible students may be able to defer all or part of their SSAF to the SA-HELP loan.</p> |
| <b>How do I apply for a refund?</b>                              | <p>You can apply for a refund of fees paid up front or recredit of your FEE-HELP balance by applying for Fee Refund with the Registrar before Census Date. The college Tuition Fee Refund Policy for Domestic Students contains important information about the process to obtain a fee refund.</p>   |
| <b>Does ICAT have tuition fee protection assurance coverage?</b> | <p>Yes, ICAT is covered by TAFE Directors Australia Tuition Assurance Scheme (Higher Education) which ensures tuition protection for students enrolled in a course of study at ICAT.</p>  |
| <b>Do I have to pay extra fees if I fail a subject?</b>          | <p>If you are required to repeat a subject, then you will be charged at the current fee schedule.</p>   |

## ORIENTATION \_

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| <b>When is Orientation?</b>             | <p>Orientation or 'O-Week' is the week before your trimester commences. We will send you a formal invitation 4 weeks prior.</p>   |
| <b>What is O-Week?</b>                  | <p>O-Week is designed to help new students adjust to student life at ICAT and provide essential information about academic programs, facilities, and support services. During O-Week students typically engage in a variety of activities such as campus tours, information sessions, workshops, and social gatherings. Online students will have virtual workshops and e-meetups with peers, lecturers and ICAT staff.</p> |
| <b>What do I need to bring with me?</b> | <p>If on-campus, please bring with you a fully charged laptop. If online, please log in on a reliable internet connection and updated operating</p>   |

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|   | system. Please ensure your camera and microphone are working and you are in a quiet environment free from distractions.                         |
| <b>When will I receive my Student ID Card</b>   | During O-Week you will be sent a link allowing you to access and download your digital ID card from the app.                                    |
| <b>Will I be given a student email address?</b> | All students will be allocated a myicat.edu.au student email which they must use for all communications with the college, lecturers, and staff. |

## CLASSES \_

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| <b>Do I get to pick my class days?</b>           | Whenever feasible, Student Services will reach out to all students to inquire about preferences ahead of the timetables being released. Please note due to scheduling, this preference option may not be available and class days may already have been pre-selected.  |
| <b>When will I receive my timetable?</b>         | You will be able to view your timetable approx. 6 weeks before your trimester starts.  |
| <b>How do I access my timetable?</b>             | Students will be able to access their timetable through Moodle. You will be provided with your individual log in details. Once logged in select the 'My Timetable' from the Home Page.   |
| <b>What are my class times?</b>                  | We have two class times each day. <ul style="list-style-type: none"> <li>• Morning session, 10 am – 1 pm</li> <li>• Afternoon session, 2 pm – 5 pm</li> </ul>  |
| <b>How many classes will I do each week?</b>     | Based on a full-time study load you will study 4 classes per week (2 full days of study a week). The number of classes may vary if you are required to repeat any course requirements, or you make variations to your study load.  |
| <b>Is attendance mandatory?</b>                  | Attendance is mandatory at all classes to ensure you are progressing successfully through your course. Students must attend a minimum of 75% of the teaching for each unit (9 out of the 12 classes).  |
| <b>What happens if I miss a class?</b>           | Students are allowed 3 unexplained absences for a unit. Anything additional to that needs documentation to support/explain your absence.   |
| <b>What happens if I have a planned holiday?</b> | If you have a holiday planned that falls during the trimester, you must apply for Special Consideration for Leave/Absence from the Director of Education. Should the leave exceed three weeks you will need to skip that trimester and apply for a Leave of Absence and return to study the following trimester. |
| <b>What is the usual class size?</b>             | Class sizes are contingent on numbers, with an emphasis on maintaining no more than 40 students per class to ensure an optimal learning environment.   |
| <b>How do I access my class materials?</b>       | Moodle is ICAT's Learner Platform and here you will access all your class materials and submit your assessments. Moodle also has access to information relating to college policies, academic study guides, support services, forms, and general announcements.  |

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| <p><b>I am an online student how do I access my online classes?</b></p>                            | <p>If you are studying online, your classes will be hosted through Zoom. All students are provided a Zoom account and which you can access via Moodle and use your student credentials to sign in. All online students must have their cameras on during class.</p>   |
| <p><b>What do I need to study? E.g., a Laptop, Microsoft Office, Adobe Creative Suite etc.</b></p> | <p>All students are required to have a laptop with an updated operating system and WIFI capabilities. Each student will be allocated a Google Student email which provides access to online Google Docs, Sheets and Slides and Drive storage. Should a unit to which you are enrolled require you to access and use Adobe Creative Suite, you will be allocated a student licence to use.</p> |

## TECHNOLOGY + RESOURCES \_

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| <p><b>How do I access the campus WIFI? (On-campus students only)</b></p>                         | <p>We have WIFI available throughout all levels of the campus and the username and password information will be provided at Orientation and posted in all classrooms.</p>   |
| <p><b>Is there technical support available for issues with my student account or Moodle?</b></p> | <p>ICAT operates an IT Service Desk in Moodle, this is monitored and manned by the Student Services team who endeavour to respond to enquiries within 24 hours. In addition to providing technical support, the IT Service Desk provides training and support for Moodle, ensuring that all users can effectively navigate the platform and make the most of its features.</p>  |
| <p><b>Am I required to purchase textbooks for my studies?</b></p>                                | <p>ICAT has an online library, providing students and lecturers with access to textbooks, journals, magazines, databases, reference materials and multimedia resources free of charge. ICAT's Librarian is available for individual consultations with students. These consultations cover a range of areas, including, but not limited to, accessing online resources, information literacy and referencing.</p>   |
| <p><b>What resources are available for academic support?</b></p>                                 | <p>ICAT has a dedicated Academic Support Advisor to support you throughout your studies and can help with topics such as managing your workload, academic referencing, personal support and academic mentoring.</p>   |
| <p><b>What resources are available for student support and wellbeing?</b></p>                    | <p>Our Student Support and Wellbeing Advisor is a nationally accredited Youth Mental Health First Aider, Mental Health First Aid Instructor and accredited to recognise and respond to domestic and family violence. She is available for judgement-free, confidential conversations to support ICAT students and connect them with expert resources. She can provide support for students experiencing mental health problems or crises (either themselves, friends or family members) or general support and discussions on personal matters or study concerns.</p> |
| <p><b>Are there any other resources I should know about?</b></p>                                 | <p>ICAT offers all students access to our Styling &amp; Photography studio at any time. Students can hire lighting equipment, digital cameras and use the racks of clothes and accessories on offer. We also have an iMac lab for students to use outside of their class times to work on projects.</p>   |