General Information for Prospective Students

Application / Enrolment Procedure

Entry Requirements

Degree Level Courses

Degree level students are selected to study at JMC on the basis of:

- Written application
- Minimum of 17 years of age
- Interview
- Audition (for Music Performance students only)
- Creative Portfolio (for Animation, Game and Digital Design applicants only)

Plus

- Year 12 study with ATAR score of 65 or above or OP score of 16 or below OR
- JMC Academy Diploma OR
- Diploma qualification or above from another institution OR
- Over 21

Diploma Level Courses

Diploma level students are selected to study at JMC on the basis of:

- Written application
- Minimum of 17 years of age
- Interview
- Audition (for Music Performance students only)
- Creative Portfolio (for Animation, Game and Digital Design applicants only)

Plus

- Year 12 study OR
- Certificate III qualification or above OR
- Relevant experience equivalent to at least a Certificate III in the field of study OR
- Over 21

Students who successfully complete the Diploma can articulate into the Bachelor Degree with two trimesters advanced standing.

International Students

International students should also refer the International Prospectus for more detail. Students from overseas must also be able to provide:

- Evidence (written in English) of successful completion of a Senior Secondary Certificate or equivalent, and
- Evidence of an overall IELTS band score of 6.0 with no single band score below 5.5 or equivalent

Tour and Interview

All prospective students are invited to have a tour of the campus and are required to have an interview prior to enrolling. Tour and Interview bookings can be made by either phone or email.

Step 1 - Initial Application

To apply for an accredited course at JMC Academy, you must first complete a JMC Application Form. This form is available:

- From the administration office at any JMC Campus
- On-line at www.jmcacademy.edu.au
- In the JMC Academy Information Pack

Step 2 – Interview / Portfolio / Audition

All applicants will be granted an interview to ensure that your expectations match the outcomes of the course, and to provide you with the opportunity to demonstrate the experience and interest you have in your chosen discipline. Interviews may be conducted by phone or video call if this is more convenient. For further information on the evidence required, applicants are encouraged to consult with either one of our Student Recruitment and Admissions staff or the Head of Department for their course.

Animation, Game Design and Digital Design students are requested to bring a portfolio of works with them to the interview. This portfolio may include a variety of work including sketches, animations, paintings, photography or creative ideas. For further information on what to bring, please feel free to contact our Student Recruitment and Admissions staff.

Music performance applicants are required to attend an audition to demonstrate their musicianship. If it is not possible to attend in person, your audition can be submitted through a variety of options such as CD, DVD and USB or via appropriate online sites. Please contact us to discuss your options further.

Songwriting applicants are not required to audition but rather be able to demonstrate a passion and/or experience in songwriting. This may involve an audition, or simply being able to show samples of composition work (lyrics, chord charts, or past recordings). Our staff will let you know if you need to prepare anything when you're booking an interview.

Step 3 - Offer

Applicants will be notified of the interview outcome and successful applicants will receive an offer of enrolment in writing together with an enrolment form.

Step 4 - Enrolment

To accept an offer to enrol, prospective students must complete the Enrolment Form, which includes information on all of the JMC Academy's Terms and Conditions. International students will also be required at the time of enrolment to pay tuition fees and Overseas Student Health Care fees (if required).

The Enrolment Form will only be processed if:

- All relevant information, including original or certified copies, is provided
- All signatures provided as requested.
- International students have provided a copy of their passport details and a signed enrolment acceptance agreement.

Studying at JMC

Orientation

JMC Academy holds an Orientation Session for all new students the week prior to commencement of study. Students will also receive a Student Handbook which contains information regarding studying, policies and procedures and all the relevant contacts at the JMC Academy. International students will also be given access to an online pre-arrival orientation video.

Teaching and Assessment Methods

Teaching and learning at the JMC Academy is based on the shared obligation to provide information and practical skills as well as to assess student achievement in a timely manner within each trimester. At the beginning of each unit of study you will be given a Unit Overview which describes what you will cover and the assessment tasks which will need to be completed. You will also be given an Assessment brief detailing the context, assessment task, submission requirements, assessment criteria and reference material. Assessment methods include exams, interviews, production projects, assignments and/or practical exercises, with all units graded. It is the responsibility of all students to submit assignments and deliver project work, participate in presentations and sit exams by the due dates. Your study may be divided into face-to-face classroom sessions and practical time with all students required to attend 80% of each and every unit. Attendance and participation in both is vital to ensure you pass each subject and get the most out of your time with us.

Student Support Program

The JMC Academy Student Support Program has been created on the basis that some students will need additional help to assist in the transition to higher education throughout the first year of their study.

The program includes:

- Orientation program
- Peer Mentor program;
- Provision of counselling service by a qualified counsellor;
- Learning (online) Management System: with plenty of academic and general learning tips which include academic writing, time management, academic examples and other general support topics that are available to students 24 hours per day;
- Additional workshops on areas such as how to write, take notes, give presentations and create large formatted documents.

Special Needs

It is required that you inform the JMC Academy, before enrolling, of any special needs or learning difficulties. Please contact administration to organise an appointment to discuss your personal situation and the options and support available. You can be assured that any request for support from JMC Academy staff will be dealt with both tactfully and discreetly.

Student E-Mail

All JMC Academy students are provided with their own 'myjmc' e-mail account upon enrolment. All communication with students will be through this account and therefore it will be your responsibility to regularly check your e-mail.

Moodle

Moodle is a course management system that allows students to interact with each other and their lecturers online. It also allows students to access unit overviews and assessment briefs as well as other JMC documentation such as assignment cover sheets, the Student Handbook and the Style Guide. Moodle is accessible from any device with an internet connection.

Student Portal

Students are also given access to the JMC PEPi Student Portal. This Portal allows students to check their academic results, personal information and enrolment status. Access to this site is through the JMC Academy website.

Deferment or Withdrawal

Students may apply to defer their studies in the event of an unforeseen circumstance or illness for a maximum period of two trimesters. Applications for deferment are accepted at the college's discretion.

Students will be required to complete a Request for Deferral or Withdrawal form that is available from Administration. Please ensure you discuss your situation with the Head of Department or Administration prior to completing this form. An exit interview must be conducted in order to authorise your request. A failure to do so may result in fees continuing to be owed.

International students can only defer their enrolment on compassionate or compelling circumstances and deferring, suspending or cancelling enrolment may affect your Student Visa. Please contact our International Services department for more information.

Recognition of Prior Learning (RPL)

All prospective students have the option of submitting any relevant prior learning (RPL) they wish to be recognised by completing an RPL Application. This application (together with certified copies of documentation) must be provided with your enrolment form.
You may apply for RPL, no later than 14 days from the start of the trimester on the basis of:

- Work experience; or
- Other accredited training you have completed.

All students who lodge an RPL application will be notified in writing of the outcome of their application.

RPL on the basis of work experience

If you are seeking RPL based on your work experience, you will need to provide the JMC Academy with a detailed resume and duty statement and may need to undertake a skills and knowledge test. For further information on critical evidence, applicants are encouraged to consult with the Head of Department for their course. The skills and knowledge test could be a written exam, an assignment, a production and/or an interview, or any other method of assessment that JMC Academy deems appropriate for the relevant academic units of study.

RPL on the basis of other accredited education and training completed

JMC Academy recognises qualifications for accredited education training issued by other registered educational institutions. With your application for RPL, you will have to supply certified copies of transcripts of accredited education and training you have undertaken.

Course Commencement

Courses commence in February, June and September of every year. Please refer to either our website or schedule of courses and fees for commencement and Census dates as well as Trimester breaks.

Fees

Please refer to our fee schedule for course tuition fees.

Domestic Students

Domestic students have the option of paying tuition fees prior to the commencement of each trimester or deferring payment through FEE-HELP (for further information on FEE-HELP please refer to www.goingtouni.gov.au or contact us for more information). To be entitled to FEE-HELP you must be an Australian citizen or the holder of a permanent humanitarian visa who will be a resident in Australia for the duration of the unit of study.

Unless applying for FEE-HELP, tuition fees are due four (4) weeks prior to the commencement of the course. Payment for all fees is in Australian dollars and payment can be made by cash, credit card or cheque made payable to JMC Academy. Cash payments exceeding $400.00 cannot be accepted.

International Students

International students must pay at least one trimester's total tuition fee together with an enrolment fee of $150.00. Cash payments exceeding $400.00 cannot be accepted.

Refunds

Domestic

- If written notice of student withdrawal (cancellation of enrolment or deferment) is received 14 days before course commencement, course fees will be refunded in full, minus a withdrawal fee of 5% of the total course fees for that trimester. If a FEE-HELP loan has been applied for, no FEE-HELP debt will be incurred. However, there will be a 5% withdrawal fee of the total course fees for that trimester levied.
- If written notice is received of student withdrawal or deferment after enrolment and prior to or on the Census date, students paying up-front fees to the Academy will be liable for a withdrawal fee of 10% of the total course fees for that trimester and the balance of fees paid for units not commenced will be refunded. If a FEE-HELP loan has been applied for, no FEE-HELP debt will be incurred. However, there will be a 10% withdrawal fee of the total course fees for that trimester levied.
- Withdrawal or deferment after enrolment and after the Census date will result in no refund of the relevant trimester's fees, unless special circumstances apply. A FEE-HELP debt will be incurred for all enrolled units of study and deferment is not permitted after the Census date in either trimester.
- In the event of JMC Academy cancelling a course, all fees paid in advance will be refunded within 14 days of cancellation.

International

Full Fee Refund

The JMC Pty Ltd will make a full refund of course fees paid in the following circumstances:

- Application for a student visa is unsuccessful. In this case the JMC Pty Ltd reserves the right to retain the enrolment fee. A request for refund in writing and proof of visa refusal from the Australian Government must be sent to the JMC Pty Ltd upon visa refusal. In this case full refund of course tuition fees will be made within 28 days.
- If for any reason the JMC Pty Ltd is unable to start delivery of the course on the agreed starting date or ceases to deliver the course before it is completed. In this case a full refund of course tuition fees paid will be made within 14 days of the specified starting date or from the time the course ceases to be delivered in accordance with the refund requirements of the ESOS Act 2000.

Partial Fee Refund

The JMC Pty Ltd will make a partial refund of tuition fees in the following circumstances:

- If written notice of withdrawal is received more than 10 weeks before commencement of the course all fees are refundable, less the enrolment fee.
- If written notice of withdrawal is received between four and ten weeks before commencement of the course 70% of fees will be refunded, less the enrolment fee.
- If written notice of withdrawal is received less than four weeks before commencement of the course 40% of fees will be refunded, , less the enrolment fee.

No Fee Refund

- If written notice of withdrawal is received from a student after commencement of the course no refund will be applicable.
- Refunds for any monies received by the JMC Pty Ltd on behalf of the student for services other than tuition fees must be requested from the company delivering the service and will be subject to the respective company's refund policies.
- In the event that an extension to your student visa is not granted and the course has commenced a refund will not be issued if written notice is received after commencement date.
- In the event that the student seeks and is granted approval by the JMC Pty Ltd to transfer to another provider prior to completion of six months study of the principal course, no refund of any course money paid in advance will be granted.
- In the event that your enrolment is cancelled because of infringement with the JMC Pty Ltd Disciplinary Policy or breach of student visa conditions, no refund of any course fees paid in advance will be granted.

All refunds will be in Australian Dollars (AUD) and in accordance with ESOS ACT 2000 and ESOS Regulations.

Welfare and Guidance Services

JMC Academy students are invited to discuss any personal problems they are having that may be affecting their capacity to study with the Campus Counsellor. Where appropriate, the Counsellor will refer students to welfare and/or guidance agencies that provide the appropriate services.

ID Badges

Students are required to wear their ID badge so they are clearly visible at all times within the campus.

Footwear

For OH & S reasons, students are required to wear suitable footwear (i.e. no thongs or sandals) whilst on Campus.

Textbooks and Equipment

Students will be given a text list prior to commencement. Some of the books and/or equipment on the list you are required to purchase, others will be highly recommended. Administration usually has in stock: Earplugs, guitar strings, CD-R & DVD-R discs that can be purchased.

Library

The JMC Academy library has both physical and online resources that are made available to students. Physical resources including DVDs, CDs and music scores, are available for students to borrow. Please see the librarian for more information.

Copyright

JMC Academy willingly recognises that the student will be the copyright holder to any original works he or she creates throughout their studies. As a condition of enrolment, JMC Academy retains a non-exclusive, perpetual, royalty-free, worldwide licence to use all student works generated in the course of academic work at JMC Academy for educational, marketing or promotional use. In the event that the student chooses to use their work for commercial purposes, recognition of JMC Academy is essential.

Privacy

JMC Academy is committed to preserving your privacy and will:

- Only collect personal information from you for lawful purposes;
- Only collect information as it is necessary;
- Tell you what the information will be used for;
- Protect personal information from loss, unauthorised access, use, modification or disclosure or other misuse;
- Not disclose personal information outside JMC Academy except where:
  - You have consented to the disclosure, or the likelihood of disclosure;
  - The JMC Academy is required by legislation, court order or other legally enforceable instrument and the request is in a written form;
  - Disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to life or health of any person;
  - There is a requirement to provide personal information to the Australian Government, designated authority, the tuition Assurance Scheme and/or the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details, and in the case of an international student, circumstances of any suspected breach by the student of a student visa condition.

To view the JMC Academy Privacy Policy, please visit our website at www.jmcacademy.edu.au