

Statement of Tuition Assurance - Higher Education

Navitas Professional Institute

Document

Document I.D.	NPI(ACAP,NCPS) 21 [30] 11P Statement of Tuition Assurance – Higher Education		
Policy Owner	Director, Quality and Accreditation Business Manager, Business Services/Finance		
Initial Issue Date	01 January 2004		
Endorsed by	Executive Management	Date Endorsed	01 January 2004
Approved by	Executive Committee	Date Approved	01 January 2004
Initial Approver	Executive Committee	Date Initial Approval	01 January 2004

Version Control

Issue Date:	Summary of Changes	Review Date
01 January 2004	Initial approval	January 2009
January 2004 – 15 July 2014	Various technical amends in line with course changes	July 2019
20 October 2015	Transition to new template and technical amendments	October 2019
25 January 2016	Technical amendments	October 2019

Statement of Tuition Assurance – Higher Education

Tuition Assurance Cover Domestic Students

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated *Higher Education Provider Guidelines 2012*, Navitas Professional Institute (as the First Provider) and its colleges (hereafter referred to as 'the institution') are required to provide a tuition assurance arrangement for persons, other than overseas studentⁱ, who are enrolled in higher education courses it offers. This requirement is to protect students in the event that the institution ceases to provide a course of study in which a student is enrolled. The meaning of 'ceasing to provide a course of study' is set out in the HEP Guidelines at: <http://www.comlaw.gov.au/Details/F2013C00787>

In the event that the institution ceases to provide a course of study in which a student is enrolled the student is entitled to a choice of:

- a) an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the "**Course Assurance Option**");

OR

- b) a refund of his or her unspent up-front payments for any unit of study that the student commences but does not complete because the institution has ceased to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

The institution has met the tuition assurance requirements of the HESA through maintaining current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS).

Contact details for ACPET are: ACPET National Office, Suite 12, Level 14, 329 Pitt Street, SYDNEY NSW 2000, Ph: 02 9264 4490, Fax: 02 9264 4550

If the institution ceases to provide a course of study, ACPET will send a student enrolled in the course of study a Written Tuition Assurance Offer (the Offer) advising the student of the options available under the tuition assurance requirements. The Offer will include directions that the student must follow in order to notify ACPET of the choice they have made for each affected unit. ACPET will provide this Offer within twenty *business days* after it knows, or should know by reasonable enquiries that the institution has ceased to provide the course of study. The course/s of study for which the institution has ACPET ASTAS membership is/are:

Australian College of Applied Psychology (ACAP)

Associate Degree of Applied Social Science
Bachelor of Applied Social Science
Bachelor of Counselling
Bachelor of Counselling (Coaching)
Bachelor of Psychological Science
Bachelor of Psychological Science (Honours)
Bachelor of Social Work
Bachelor of Social Work (Honours)
Graduate Certificate in Elite Athlete Mentoringⁱⁱ
Graduate Diploma of Counselling
Graduate Diploma of Professional Psychology
Graduate Diploma of Psychological Science
Master of Counselling and Psychotherapy
Master of Psychology (Clinical)
Master of Social Work
Master of Social Work (Qualifying)

Navitas College of Public Safety (NCPS)

Bachelor of Criminology and Justice

1. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Academic staff/teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

ACPET means the Australian Council for Private Education and Training

ASTAS means Australian Student Tuition Assurance Scheme

Institution (the)/College (the) means the Navitas Professional Institute and its colleges (see registration information below).

International student/Overseas student means a student required to hold a student visa for study in Australia.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

2. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

3. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

4. Related documents

Refund Policy; Records Management Policy; Records Retention and Disposal Schedule; Non-Academic Grievances, Complaints and Appeals Policy and Procedure; related information in the Student Handbook.

5. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011 and associated Commonwealth and State legislation; Australian Qualifications Framework.

Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500.

ⁱ *Tuition Protection for overseas students*

NPI (ACAP, NCPS) conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students which is part of the ESOS (Education Service for Overseas Students) Assurance Fund established under section 45 of the ESOS Act 2000. For further information about the Australian Government Tuition Protection Scheme (TPS) for international students refer to tps.gov.au/StaticContent/Get/StudentInformation.

ⁱⁱ Course not open to new enrolments in 2016