

# Statement of Tuition Assurance - VET

Navitas Professional Institute

## Document

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| <b>Policy Owner</b>       | Director, Quality and Accreditation<br>Business Manager, Business Services/ Finance |                              |                  |
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## Version Control

| <b>Issue Date:</b> | <b>Summary of Changes</b>                                    | <b>Review Date</b> |
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| 14 December 2009   | Initial approval   | December 2014      |
| 22 July 2014       | Administrative review and amendment                          | July 2019          |
| 12 October 2015    | Administrative review and update to new institution template | October 2020       |

# Statement of Tuition Assurance - VET

## 1. Statement of VET Tuition Assurance

Under the provisions of *Schedule 1A of the Higher Education Support Act 2003 (HESA)* and chapter 3 of the *VET Guidelines 2015 (the VET Guidelines)*, Navitas Professional Institute (the First Provider) and its colleges (hereafter referred to as 'the institution') must comply with the VET Tuition Assurance requirements. This is to protect students in the event that the institution ceases to provide a VET course of study in which a student is enrolled. The meaning of 'ceases to provide a VET course of study' is set out at paragraph 3.5.3 of the *VET Guidelines 2015*. A copy of these is available from: <http://www.comlaw.gov.au/Details/F2015C00571>

In the event that the institution ceases to provide a VET 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 VET course of study with a Second Provider without any requirement to pay the Second Provider any VET tuition fee for any replacement VET units (this is known as the "**VET Course Assurance Option**");

**OR**

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

The institution has met the VET tuition assurance requirements as specified in the VET Provider Guidelines through its 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 VET course of study, ACPET will send a student enrolled in the VET course of study a Written VET Tuition Assurance Offer (the Offer) advising the student of the options available under the VET 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 VET 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 VET course of study.

For the purposes of VET FEE-HELP, all courses offered by the institution in accordance with the course requirements of clause 45 of Schedule 1A of the *Higher Education Support Act 2003* are covered by ACPET ('the Scheme') as part of the Navitas Professional Institute Pty Ltd membership of the scheme.

A student may choose either:

### **The VET Course Assurance Option:**

Under the VET course assurance option, a student will be offered a place in a similar VET course of study by ACPET. If the student accepts this option, ACPET will make all necessary arrangements to ensure a student is able to enrol with the Second Provider in the similar VET course of study. This offered VET course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the Second Provider any VET tuition fee for any replacement VET units (that is, units that the student had commenced but not completed because the VET course ceased to be offered). A student will receive full credit from the Second Provider for any VET units of study successfully completed at the institution.

The Second Provider nominated by ACPET may have different VET tuition fees to the fees the student would have paid for VET units of study which were part of the VET course of study the institution ceased to provide but which the student had not yet started studying.

A student is not obliged to enrol in a VET course of study with a Second Provider offered by ACPET under the VET Course Assurance Option. However, if he/she enrolls with any other VET provider there is no obligation on that VET provider to offer full credit transfer for the VET units of study completed with the institution or to offer replacement VET unit/s free of charge.

**OR**

### **The VET Tuition Fee Repayment Option**

Under the VET Tuition Fee Repayment Option, ACPET undertakes to pay the student the total of any up-front VET payments already paid by the student for any VET units of study the student has commenced but not completed because the VET course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

### **Publication**

The method this Statement of VET Tuition Assurance will be made public to students on the college websites.

Students will be advised where the Statement of VET Tuition Assurance may be obtained as part of our enrolment information.

## **2. 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.

## **3. 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.

## **4. 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.

## **5. 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.

## 6. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; *VET Guidelines 2015 (the VET Guidelines)*; 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)<sup>i</sup>, and the Australian TESOL Training Centre (ATTC)<sup>ii</sup> 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. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.

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i ASTAS coverage for courses under NPI Pty Ltd (HSA) from 1 January 2016

ii ASTAS coverage for courses under NPI Pty Ltd (ATTC) from 1 January 2016