

STATEMENT OF TUITION ASSURANCE - HIGHER EDUCATION

Document Name	ACAP_1_A_POL_Int_Tuition_Assurance_HE_181012	
Date of Next Review	15 July 2019	
Approved by	Executive Committee	15 July 2014
Responsible Person	Director of Operations	
Related Documents	Tuition Fees and Refund Policy; Records Management Policy; Records Retention and Disposal Schedule; Grievances, Complaints and Appeals Policy and Procedure; related information in the Student Handbook.	
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

1. Definitions:

Term	Definition
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
ACPET	The Australian Council for Private Education and Training.
ASTAS	Australian Student Tuition Assurance Scheme.
<i>College (the)</i>	The Australian College of Applied Psychology.
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.

2. 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 student¹, 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

¹ 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.

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 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)
- Bachelor of Criminology and Justice

3. Document Management Control

Date	Summary of Changes	Author
1/01/2004	Initial approval	Finance Director
15/7/2014	Various technical amends in line with course changes	Finance Director

Date	Summary of Changes	Author
20/10/2015	Transition to new template and technical amendments	Finance Director
25/01/2016	Technical amendments	Finance Director
30/06/2017	Administrative update to business and academic titles and roles	Finance Director
12/10/2018	Change of template	VET Compliance Manager