

# STATEMENT OF TUITION ASSURANCE - VET

<b>Document Name</b>	ACAP_1_A_POL_Tuition_Assurance_VET_181120	
<b>Date of Next Review</b>	22 July 2019	
<b>Approved by</b>	Executive Committee	22 July 2014
<b>Responsible Person</b>	Director of Operations	
<b>Related Documents</b>	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.	
<b>References and Legislation</b>	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 college.
<i>ACPET</i>	The Australian Council for Private Education and Training.
<i>ASTAS</i>	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. 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), the Australian College of Applied Psychology must comply with the VET Tuition Assurance requirements. This is to protect students in the event that the college 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 college 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 college 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 college 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

### **Information about events that affect the college**

The college will give ACPET written notice of any of the following events within 2 business days of the event occurring:

- (a) notice is served on the provider, or proceedings are taken, to:
  - i. cancel the provider’s incorporation or registration under the *Corporations Act 2001* or similar legislation; or
  - ii. dissolve the provider as a legal entity;
- (b) the provider comes under a form of external administration (within the meaning of subsection 600H(2) of the *Corporations Act 2001*) or an equivalent arrangement;
- (c) the provider fails to comply with a statutory demand within the meaning of section 459F of the *Corporations Act 2001*;
- (d) the provider is unable to pay all of its debts when they become due;
- (e) proceedings are initiated for an order for the provider’s winding up;
- (f) at a meeting of the provider, a resolution is made to wind up the provider.

### **Action when a course ceases to be provided**

If the college intends to cease providing a course after it starts but before it is completed, ACPET will be given written notice of the intention as soon as practicable.

If the college ceases to provide a VET course of study:

- within 2 days, students enrolled in the course will be notified in writing that the course is no longer being provided
- within 7 business days, a meeting with the students and ACPET will be held at the campus where the course was primarily delivered
- as soon as practicable, the college’s website will be updated to reflect that the course is no longer being provided and tuition assurance information will be given
- within 24 hours, ACPET will be notified in writing that the course is no longer being provided
- within 3 business days, ACPET will be provided the following for each covered students concerned:
  - (a) the student’s full name and contact details
  - (b) the part(s) of the course that the student is enrolled in
  - (c) the amount of tuition fees for each part of the course in which the student is enrolled
  - (d) details about the payment of those tuition fees, including the amounts that are covered fees;
  - (e) a copy of a statement of attainment for the parts of the course the student has completed.
- as soon as practicable after receiving notice from ACPET, the college will re-credit the student’s FEE-HELP balance.

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 college has ceased to provide the VET course of study.

For the purposes of VET FEE-HELP and VET Student Loans, all courses offered by the college 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 college, as evidenced by a statement of attainment issued by the college in accordance with the Australian Qualification Framework.

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 college 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 college 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.

Date	Summary of Changes	Author
14/12/2009	Initial approval	Finance Director
22/7/2014	Administrative review and amendment	Finance Director

Date	Summary of Changes	Author
12/10/2015	Administrative review and update to new college template	Finance Director
30/06/2017	Administrative update to business and academic titles and roles	Finance Director
9/10/2018	Update to new template	VET Compliance Manager
21/11/2018	Updates to procedure	VET Compliance Manager