

Policy Owner	College Director/Principal
Contact Officer:	Quality and Compliance Manager
Policy Number:	QBIPO009 (B)
Approved by:	Senior Management Group
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Related Policies:	Refunds Policy
Related Documents:	Enrolment Terms of Offer – International Students Enrolment Terms of Offer – Local Students Statement of Tuition Assurance – Local Students

Under the provisions of the ESOS Act, 2000, the Edith Cowan College (ECC) (the First Provider) is required to provide a tuition assurance arrangement for International Students who are enrolled in Higher Education or VET courses it offers. This requirement is to protect students in the event that ECC ceases to provide a course of study in which a student is enrolled.

ECC contributes annually to the Australian Government's Tuition Protection Service (TPS) which is a placement and refund service for international students. The TPS is like an insurance cover that aims to place students in an alternative course and offer pro-rata refund on unused portions of their tuition fees.

In the event that ECC 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 with the balance of unspent tuition fees being transferred to the Second Provider. (this is known as the "**Course Placement Option**");

OR, in the event a student cannot find an alternative Course Placement Option

- b) the student will be eligible to request a refund of unexpended pre-paid tuition fees from the TPS, and will be required to comply with any relevant immigration requirements. (this is known as the "**Tuition Fee Repayment Option**")

ECC has met the tuition assurance requirements of the ESOS Act, 2000, through its current membership of the Tuition Protection Service (TPS).

Further information about the TPS can be found at: <https://tps.gov.au/Home/NotLoggedIn>

If ECC ceases to provide a course of study, and is not in a position to refund the tuition fees, ECC will notify the TPS Director within three (3) business days of the default (or intention to default) and will have 14 days to satisfy its tuition protection obligations to current students. At the end of the 14 days, ECC will have a further 7 days to advise the TPS Director of the outcome.

For International Students the course/s of study for which ECC has TPS membership are:

ECC (The First Provider) Course	Qualification to which ECC's Course Leads
Advanced Diploma of Business	Advanced Diploma of Business
Certificate IV in Tertiary Preparation Program (TPP)	Certificate IV in Tertiary Preparation Program (TPP)
Diploma of Business	Diploma of Business
Diploma of Communications and Creative Industries	Diploma of Communications and Creative Industries
Diploma of Hotel Management	Diploma of Hotel Management
Diploma of Science (Computing/IT)	Diploma of Science (Computing/IT)
Diploma of Science (Engineering Studies)	Diploma of Science (Engineering Studies)
Diploma of Science (Health Studies)	Diploma of Science (Health Studies)
ELICOS courses – all courses	No qualification issued

A student may choose either:

The Course Placement Option:

Under the course assurance option, a student will be able to select a similar course of study and enrol with the Second Provider, subject to meeting the Second Provider's entry requirements and paying the balance of unexpended fees that are transferred by ECC via the TPS. A student will receive full credit from the Second Provider for any equivalent units of study successfully completed at ECC.

The Second Provider may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for units of study which were part of the course of study the ECC ceased to provide but which the student had not yet stated studying.

A student is not obliged to enrol in a course of study with a Second Provider, and there is no obligation on that provider to offer full credit transfer for the units of study completed with ECC or to offer replacement unit(s) free of charge.

OR

The Tuition Fee Repayment Option

If ECC is unable to fully satisfy its obligations to current students, the TPS will provide the student with access to an online placement facility and assistance from the TPS Administrator. Providers with available capacity in that course category will be listed by course on this online facility. The TPS Director will give students a period of time (usually 30 days) in which to choose an alternative course.

Should the student be unable to select a course during this period of time, he/she will be eligible to request a refund of unexpended pre-paid tuition fees from the TPS, and will be required to comply with any relevant immigration requirements (this is known as the **"Tuition Fee Repayment Option"**)