

<b>Policy Owner</b>	College Director/Principal
<b>Contact Officer:</b>	Quality and Compliance Manager
<b>Policy Number:</b>	QBIPO009 (A)
<b>Approved by:</b>	Senior Management Group
<b>Approval date:</b>	18 November 2010
<b>Last Reviewed:</b>	August 2016
<b>Related Policies:</b>	Refunds Policy
<b>Related Documents:</b>	Enrolment Terms of Offer – International Students Enrolment Terms of Offer – Local Students Statement of Tuition Assurance – International Students

1. Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated Tertiary Education Quality and Standards Agency Act 2011, Higher Education Providers are required to meet certain financial obligations
2. Under the Higher Education Standards Framework (HESF)<sup>1</sup> Higher Education Providers must demonstrate financial viability and risk management processes.
3. As such, Edith Cowan College (ECC) (the First Provider) is required to provide a tuition assurance arrangement for persons, other than overseas students, who are enrolled in the Higher Education 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.
4. PIIBT is a member of the Australian Council for Private Education (ACPET) and subscribes to their Australian Student Tuition Assurance Scheme (ASTAS)
5. 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 unexpended fees being transferred to the Second Provider (this is known as the “**Course Assurance Option**”);

**OR:**

- b) the student will be eligible to request a refund of unexpended pre-paid tuition fees for any unit of study that the student commences but does not complete because ECC ceases to provide the course of study (this is known as the “**Tuition Fee Repayment Option**”)
6. ECC has met the tuition assurance requirements of the regulator through its current membership of the Australian Council for Private Education (ACPET). ECC subscribes to ACPET’s Australian Student Tuition Assurance Scheme (ASTAS). Contact details for ACPET are:

Suite 1, 310 Lord Street, Highgate WA 6003

**Email:** [wa@acpet.edu.au](mailto:wa@acpet.edu.au)

**Phone:** 08 9227 0437

**Fax:** 08 9227 0451

**Web:** [www.acpet.edu.au](http://www.acpet.edu.au)

7. If ECC ceases to provide a course of study, ACPET’s Australian Student Tuition Assurance Scheme (ASTAS) 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

<sup>1</sup> <https://www.legislation.gov.au/Details/F2015L01639>

will include directions that the student must follow in order to notify the ACPET Tuition Assurance Scheme Administrator of the choice they have made for each affected unit. The ACPET Tuition Assurance Scheme will provide this Offer within twenty (20) *Business Days* after it knows, or should know by reasonable enquiries, that ECC has ceased to provide the course of study.

The courses of study for which ECC has ACPET Tuition Assurance membership are:

<b>ECC (The First Provider) Course Qualification</b>
Advanced Diploma of Business
Diploma of Business
Diploma of Communications and Creative Industries
Diploma of Hotel Management
Diploma of Science (Computing/IT)
Diploma of Science (Engineering Studies)
Diploma of Science (Health Studies)

8. For the purposes of FEE-HELP, all 'courses of study'<sup>2</sup> offered by ECC in accordance with the course requirements of section 104-10 of the *Higher Education Support Act 2003* are covered by the ACPET Australian Student Tuition Assurance Scheme (ASTAS) ('the Scheme') as part of ECC's membership of the Scheme.

9. A student may choose either:

**The Course Assurance Option:**

10. Under the course assurance option, a student will be offered a place in a similar course of study by the ACPET Tuition Assurance Scheme Administrator. 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 a similar course of study. This offered course will lead to the same or comparable qualification, with the balance of unspent tuition fees being transferred to the Second Provider. A student will receive full credit from the Second Provider for any equivalent units of study successfully completed at ECC.

11. The Second Provider nominated by the ACPET Tuition Assurance Scheme Administrator 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 which ECC ceased to provide but which the student had not yet started studying.

12. A student is not obliged to enrol in a course of study with a Second Provider offered by the ACPET Tuition Assurance Scheme under the Course Assurance Option. The Second Provider is under no obligation to offer full credit transfer for the units of study completed with the ECC.

**OR: The Student Contribution/Tuition Fee Repayment Option**

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

**Publication**

14. This Statement of Tuition Assurance will be made public to students on the ECC website ([www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies)). ECC will also advise students Tuition Assurance in the Student Handbook.

<sup>2</sup> 'Course of study' is defined in the Higher Education Support Act 2003 (HESA)