

Policy Owner	College Director & Principal
Contact Officer:	Director Quality and Student Services
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Approved by:	College Director & Principal
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Related Documents:	Letter of Offer – Terms and Conditions Refund Policy

Under the provisions of the Higher Education Support Act 2003 (HESA), the associated Higher Education Provider (HEP) Guidelines, and the ESOS Act 2000, Colleges of Business and Technology (WA) Pty Ltd trading as Curtin College, ACN: 092155970, ABN: 13092155970 (the First Provider) is required to provide a tuition assurance arrangement for International Students who are enrolled in the College's higher education courses. This requirement is to protect students in the event that Curtin College ceases to provide a course 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:

<https://www.legislation.gov.au/Details/F2013C00787>

Curtin College 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 Curtin College 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 up-front payments for any unit of study that the student commences but does not complete because Curtin College ceases to provide the course of study of which the unit forms part (this is known as the "Tuition Fee Repayment Option").

Curtin College 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/>

If Curtin College ceases to provide a course of study, and is not in a position to refund the tuition fees, Curtin College will notify the TPS Director within three 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, Curtin College will have a further 7 days to advise the TPS Director of the outcome.

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

Curtin College (First Provider) Course
Diploma of Built Environment
Diploma of Engineering
Diploma of Health Science
Diploma of Commerce
Diploma of Arts & Creative Industries
Diploma of Information Technology

A student may choose either:

The Course Assurance Option:

Under the course assurance option, a student will be offered a place in 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 unexpected fees that are transferred by Curtin College via the TPS. A student will receive full credit from the Second Provider for any equivalent units of study successfully completed at Curtin College.

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 that Curtin College ceased to provide.

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 Curtin College or to offer replacement unit/s free of charge.

OR

Tuition Fee Repayment Option

If Curtin College 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").

Publication

This *Statement of Tuition Assurance* is located on the Curtin College's website (www.curtincollege.edu.au) and in the Student Handbook.

*See Education Services for Overseas Students Act 2002 for the definition of overseas student.
<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>