

Statement of Tuition Assurance Local Students

Policy Owner	College Director & Principal
Contact Officer:	Director Quality and Student Services
Policy Number:	QBIPO008
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) and the associated Higher Education Provider Guidelines and chapter 3 of the *VET Guidelines* 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 persons, other than overseas students*, who are enrolled in higher education courses it offers. 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>

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 their up-front payments and/or a re-crediting of any FEE-HELP balance for any unit of study that the student was enrolled or 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 "**Student Contribution/Tuition Fee Repayment Option**")

Curtin College has met the Higher Education tuition assurance requirements, as specified by HESA, through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Tuition Assurance Scheme (ASTAS). Contact details of the Tuition Assurance Scheme ACPET are:

Email: wa@accept.edu.au

Phone: 08 9227 0437

Web: www.acpet.edu.au

If Curtin College ceases to provide a course of study, ACPET 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 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. ACPET Tuition Assurance Scheme will provide this Offer within twenty *Business Days* after it knows, or should know by reasonable enquiries that Curtin College has ceased to provide the course or study.

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The course/s of study for which Curtin College has ACPET ASTAS membership are:

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

For the purposes of FEE-HELP all 'courses of study' offered by Curtin College are covered by the ACPET ('the Scheme') as part of Colleges of Business and Technology (WA) Pty Ltd membership of the ASTAS Scheme.

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 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 course of study. This offered 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 student contribution or tuition fee for any replacement units (that is, units that the student had commenced but not completed because the course ceased to be offered). A student will receive full credit from the Second Provider for any units of study successfully completed at Curtin College.

The Second Provider nominated by ACPET 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 the Curtin College ceased to provide but which the student had not yet started studying.

A student is not obliged to enrol in a course of study with a Second Provider offered by ACPET Assurance Scheme under the Course Assurance Option. However, if he/she enrolls with any other provider 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/s unit free of charge.

OR

The Tuition Fee Repayment Option

Under the Tuition Fee Repayment Option, ACPET undertakes to source similar training to allow the effected participants under this condition to complete their studies without further financial burden. However if the student cannot be placed, the tuition assurance will make refunds. Refunds will be based on the total 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

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