

TITLE: Statement of Tuition Assurance
DOC ID: P/HE/D/7/100
PREPARED BY: Christine Spratt
APPROVED FOR USE: David Draper

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EDITION: 8
DATE: 8/6/2010

STATEMENT OF TUITION ASSURANCE

Under the provisions of the Higher Education Support Act 2003 (HESA) and the associated Higher Education Provider Guidelines Northern Melbourne Institute of TAFE (NMIT) (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 NMIT 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:

[http://www.comlaw.gov.au/ComLaw/Legislation/LegislativeInstrumentCompilation1.nsf/0/46B98E0BB072499CA2573E7000797C8/\\$file/HEPGuidelinesCompilation_14Jan.pdf](http://www.comlaw.gov.au/ComLaw/Legislation/LegislativeInstrumentCompilation1.nsf/0/46B98E0BB072499CA2573E7000797C8/$file/HEPGuidelinesCompilation_14Jan.pdf)

In the event that NMIT 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 NMIT ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**").

NMIT has met the tuition assurance requirements of the HESA through its current membership of the TAFE Directors Australia (TDA) Tuition Assurance Scheme (TAS).

The contact details for TDA Tuition Assurance Scheme (TAS) are:

Chief Executive Officer - Martin Riordan

Email: Martin.Riordan@tda.edu.au

Tel: 02 9217 3180

Website: www.tda.edu.au

Location:

TAFE Directors Australia
National Secretariat
Sydney Institute of TAFE NSW
Turner Hall (Building B) – Ultimo College
Cnr Mary Ann and Harris Streets
Ultimo NSW 2007

Postal Address:

TAFE Directors Australia
National Secretariat
Sydney Institute of TAFE NSW
Ultimo College
P O Box 707
Broadway NSW 2007

If NMIT ceases to provide a course of study, TDA Tuition Assurance Scheme (TAS) will send a student enrolled in the course of study a Written Tuition Assurance Offer (the Offer) advising

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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 TDA Tuition Assurance Scheme (TAS) of the choice they have made for each affected unit. TDA Tuition Assurance Scheme (TAS) will provide this Offer within twenty Business Days after it knows, or should now by reasonable enquiries that NMIT has ceased to provide the course or study.

The course/s of study for which NMIT has TDA Tuition Assurance Scheme (TAS) membership are:

- Associate Degree in Accounting
- Associate Degree in Agriculture and Land Management
- Associate Degree in Illustration
- Associate Degree in International Business
- Associate Degree in International Business Management
- Associate Degree in Writing and Publishing
- Associate Degree in Music
- Bachelor of Accounting
- Bachelor of Agriculture and Land Management
- Bachelor of Applied Aquaculture
- Bachelor of Australian Popular Music
- Bachelor of Equine Studies
- Bachelor of Hospitality Management
- Bachelor of Illustration
- Bachelor of Viticulture and Winemaking
- Bachelor of Writing and Publishing

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 TDA Tuition Assurance Scheme (TAS). If the student accepts this option, TDA Tuition Assurance Scheme (TAS) 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 NMIT.

The Second Provider nominated by TDA Tuition Assurance Scheme (TAS) 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 NMIT 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 TDA Tuition Assurance Scheme (TAS) 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 NMIT or to offer replacement/s unit free of charge.

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OR

The Student Contribution/Tuition Fee Repayment Option

Under the Student Contribution/Tuition Fee Repayment Option, TDA Tuition Assurance Scheme (TAS) undertakes to pay the student 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 SLE or FEE-HELP balance/s re-credited for the uncompleted units.

*See Education Services for Overseas Students Act 2002 for the definition of overseas Student.