

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

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EDITION: 6
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STATEMENT OF TUITION ASSURANCE

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated HEP Guidelines, Northern Melbourne Institute of TAFE (NMIT) (the First Provider) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa 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 (http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm).

In the event that NMIT ceases to provide a course of study in which a student is enrolled the student is entitled to either:

A **Course Assurance Option** which is 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

OR

A **Student Contribution/Tuition Fee Repayment Option** which is 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.

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 TAFE Directors Australia (TDA) are:

Executive Director - Martin Riordan
Email: Martin.Riordan@tda.edu.au
Tel: 02 6205 4600
Website: www.tda.edu.au

Location:
TAFE Directors Australia
National Secretariat
Canberra Institute of Technology
Block E, Southside Campus Woden
Ainsworth Street, Phillip
CANBERRA ACT

Postal Address:
TAFE Directors Australia
National Secretariat
Canberra Institute of Technology
Southside Campus Woden
GPO Box 826
CANBERRA ACT 2601

If NMIT ceases to provide a course of study, TDA 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 TDA of the choice they have made for each affected unit. TDA will provide this Offer within twenty *Business Days* after it knows, or should know by reasonable enquiries that NMIT has ceased to provide the course or study.

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

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

A student may choose either the Course Assurance Option OR the Student Contribution/Tuition Fee Repayment Option.

The Course Assurance Option

If a student accepts a place in a course offered by TDA as named above, TDA will offer the student the option of TDA making all necessary arrangements to ensure a student is able to enrol in a similar course of study with a Second Provider. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay that Second Provider any student contribution or tuition fee for any replacement units. 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 may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for units of study that were part of the course of study NMIT ceased to provide.

A student is not obliged to enrol in a course of study with a Second Provider offered by TDA 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 the NMIT or to offer a replacement/s unit free of charge.

The Student Contribution/Tuition Fee Repayment Option

If a student chooses the Student Contribution/Tuition Fee Repayment Option, TDA 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. Students selecting this option will also get SLE or FEE-HELP balance/s re-credited for uncompleted units.