

Statement of Tuition Assurance and Tuition Protection Policy

1. Purpose

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated Higher Education Provider Guidelines, Sydney Institute of Business and Technology (the First Provider) is required to provide a tuition assurance and tuition protection arrangement for persons, who are enrolled in the higher education courses it offers.

2. Application

This policy applies to all SIBT students.

3. Policy Statement

3.1 Local Students

Sydney Institute of Business and Technology has met the tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS)

This requirement is to protect students in the event that Sydney Institute of Business and Technology 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/management.nsf/lookupindexpagesbyid/IP200510176?OpenDocument>.

In the event that Sydney Institute of Business and Technology 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 SIBT or another provider without any requirement to pay the other provider any tuition fee or student contribution 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 Sydney Institute of Business and Technology ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

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If Sydney Institute of Business and Technology ceases to provide a course of study, ACPET 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 ACPET of the choice they have made for each affected unit. ACPET will provide this Offer within twenty business days of Sydney Institute of Business and Technology ceasing to provide the course of study.

A student may choose either:

a. 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 Sydney Institute of Business and Technology.

The Second Provider nominated by ACPET 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 Sydney Institute of Business and Technology 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 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 Sydney Institute of Business and Technology or to offer replacement/s unit free of charge.

OR

b. The Student Contribution/Tuition Fee Repayment Option

Under the Student Contribution/Tuition Fee Repayment Option, ACPET 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.

3.2 *International Students*

The Tuition Protection Service or TPS is a placement and refund service for international students on student visas affected by a provider closure. The TPS may also assist where students have withdrawn from or not started their course and are eligible for a refund of tuition fees that has not been paid by the provider. The TPS Director, appointed by the Minister, is responsible for delivering the service and ensuring its sustainability into the future.

If SIBT cannot deliver the course a student has paid for, the TPS will help the student find another course with minimal disruption to their studies. The TPS will use an online placement service to give the student all the information they need so they understand their options and can choose an alternative course that best suits them. Support in using the system will be available to students if they need it.

If a student is unable to find a suitable alternative course, the TPS will refund the tuition fees that have been paid, for the part of the course that they have not yet received.

Further information regarding TPS can be found at: <https://tps.gov.au/Home/NotLoggedIn>

4. Definitions

- *ACPET*
Australian Council for Private Education and Training
- *ASTAS*
Australian Student Tuition Assurance Scheme
- *TPS*
Tuition Protection Service
- *HESA*
Higher Education Support Act 2003

5. Related Documents

Australian Council for Private Education and Training (ACPET)
 Australian Student Tuition Assurance Scheme (ASTAS)
 Education Services for Overseas Students Act 2000
 Higher Education Support Act 2003

Amendment History

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| Department: | Governance | |
| Approval Authority: | SMT | |
| Approval Date: | 26 May 2010 | |
| Date for Next Review: | April 2019 | |
| Revision Date | | |
| Version | Summary of changes | |
| 26/05/10 | 1 | Reformatted into new template |
| 06/05/11 | 2 | Reformatted in line with UPD |
| 19/06/12 | 3 | Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i> |
| 05/09/13 | 4 | Reviewed policy to include Tuition Protection for Overseas students |
| 01/04/2016 | 5 | Updated policy. Approved by SMT. |