

Version: 2.3 Last Amendment: 27/02/2017	Approved By: Executive Director (Academic) Date: 27/02/2017
Contact Officer: Compliance Manager	Review Date: As required by legislative instrument, change of relevant standards, internal or external review.

STATEMENT OF VET TUITION ASSURANCE

1. Shafston House College Limited (the Approved provider) must comply with the VET Tuition Assurance requirements. This is to protect students in the event Shafston ceases to provide as Approved course in which a student is enrolled.
2. These requirements are covered under the VET Student Loans Act 2016, and the VET Student Loans Rules 2016 for VET Student Loans requirements. The meaning of 'ceasing to provide a course' is set out in the VET Student Loans Rules 2016 which are available from:

www.legislation.gov.au/Details/F2016L02030

3. These requirements are covered under Schedule 1A to the Higher Education Support Act 2003 (the Act) and Chapter 3 of the VET Guidelines 2015 (the VET Guidelines) for VET FEE-Help requirements. The meaning of 'ceasing to provide a VET course of study' is set out in the VET Guidelines which are available from: <https://www.comlaw.gov.au/Details/F2015L00430>.
4. In the event that Shafston ceases to provide a VET 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 Approved course (replacement course[^]) with a Second Provider without any requirement to pay the Second Provider any tuition fee for any replacement VET units (this is known as the "VET Course Assurance Option");

OR

 - b) a refund of his or her up-front VET tuition fee payments and/or a re-crediting of any Vet Student Loans balance or FEE-HELP balance for any VET unit of study in which the student is enrolled or commences but does not complete because Shafston ceases to provide the Approved course of which the VET unit forms part (this is known as the "VET Tuition Fee Repayment Option").

[^]A replacement course is deemed such if it meets the following requirements:

- (i) it leads to the same or comparable qualification as the original course;
 - (ii) the mode of delivery is the same as the original course;
 - (iii) the location is reasonable, having regard to the cost and time required for the student's travel, if relevant;
 - (iv) will not result in additional unreasonable fees;
 - (v) allow for attendance without unreasonable impact on the student's prior commitments.
5. Shafston has met the VET tuition assurance requirements as specified in both the VET Student Loans Act 2015 and VET Provider Guidelines through current membership of the Australian Council for Private Education and Training (ACPET), the Tuition Assurance Scheme Operator. Contact details for ACPET are:

Australian Council for Private Education and Training (ACPET)
PO Box 551, East Melbourne, Vic 8002
Ph: 1800 657 644 Fax: (03) 9416 1895
Email: acpet@acpet.edu.au
Website: www.acpet.edu.au
 6. If Shafston ceases to provide an Approved course, ACPET (within 7 days) will provide each student enrolled in the Approved course with information about the tuition assurance arrangement, including information about ACPET's role in facilitating tuition assurance, and the telephone service required to be provided by ACPET to students under the VET Student Loans Rules 2016. ACPET will also contact each student to discuss and assess options for a replacement course, including options for students where it is determined that there is no replacement course. If there is no replacement course, student's will be notified, and the notification will include:

- a) An explanation of the student's right to seek a review of the decision;
 - b) An explanation of the requirements that a course must meet under the tuition assurance arrangement to be offered as a replacement course;
 - c) A statement that the student has 28 days to seek a review of the decision before the fees for the affected part of the original course that were paid using a VET student loan are re-credited to the student's FEE-HELP balance;
 - d) A statement that, to facilitate early repayment and re-crediting, the student may, at any time during the 28 days, give the operator notice in writing that the student will not seek a review of the decision.
7. For the purposes of VET FEE-HELP, all courses offered by Shafston in accordance with the course requirements of clause 45 of Schedule 1A of the Higher Education Support Act 2003 are covered by the ACPET ASTAS-VET ("the Scheme") as part of Shafston's membership of the Scheme.
 8. For the purposes of VET Student Loans, all courses offered by Shafston, in accordance with the course requirements of the VET Student Loan Act 2016, are covered by the scheme as part of Shafston's membership of the scheme.
 9. A student may choose either:

The VET Course Assurance Option:

10. Under the VET Course Assurance Option, a student will be offered a place in a similar Approved course by the Tuition Assurance Scheme Operator. If the student accepts this option, the Tuition Assurance Scheme Operator will make all necessary arrangements to ensure a student is able to enrol with a Second Provider in the similar Approved course. This offered VET 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 tuition fee for any replacement VET units (that is, units that the student had commenced but not completed because the VET course ceased to be offered). A student will receive full credit from the Second Provider for any VET units of study successfully completed at Shafston.
11. The Second Provider nominated by the Tuition Assurance Scheme Operator may have different tuition fees to the fees the student would have paid for VET units of study which were part of the Approved course Shafston ceased to provide but which the student had not yet started studying.
12. A student is not obliged to enrol in an Approved course with a Second Provider offered by the Tuition Assurance Scheme Operator under the VET Course Assurance Option. However, if he/she enrolls with any other VET provider there is no obligation on that VET provider to offer full credit transfer for the VET units of study completed with Shafston or to offer replacement VET unit/s free of charge.

OR

The VET Tuition Fee Repayment Option

13. Under the VET Tuition Fee Repayment Option, the Tuition Assurance Scheme Operator undertakes to pay the student the total of any up-front VET payments already paid by the student for any VET units of study the student has commenced but not completed because the Approved course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

Accepting the offer

14. Student's will have a period of 6 months in which to accept the offer, ACPET may extend the period at their discretion.
Publication
15. This Statement of VET Tuition Assurance will be published on the Service Skills Academy website (www.ssa.edu.au) and Mary McConnel School of Early Childhood (www.mmsec.edu.au).
Shafston will also advise students about where the Statement of VET Tuition Assurance may be obtained as part of their enrolment information.

DOCUMENT HISTORY AND VERSION CONTROL

This document is uncontrolled when printed.

Version	Date Approved	Effect Date	Approved By	Brief Description
1.0			Director	Document Creation
2.0	06/12/2013	06/12/2013	QA Manager	Minor Changes
2.1	22/10/2014	22/10/2014	QA Manager	Minor Chnages
2.2	19/07/2016	22/07/2016	Compliance Manager	Re-brand Addition of MMSEC to policy
2.3	27/02/2017	01/03/2017	Compliance Manager	Rebrand VSL Inclusion