

Background

1. Under the provisions of *Schedule 1A of the Higher Education Support Act 2003* (HESA), the Standards for RTOs 2015 (Chapter 2 Clause 7.3) and the VET Student Loans Rules (Part 7, Div 1J.91), Unity College Australia Inc., ABN 16467783979 must comply with VET Tuition Assurance requirements. This is to protect students in the event that Unity College Australia (UCA) ceases to provide a VET course of study in which a student is enrolled. The meaning of 'ceasing to provide a VET course of study' is set out at paragraph 3.5.3 of the *VET Guidelines*. A copy of these is available from: <http://www.comlaw.gov.au/Details/F2012L02569>.

2. In the event that UCA 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 VET course of study with a Second Provider without any requirement to pay the Second Provider any VET 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 payments and/or a re-crediting of any FEE-HELP balance for any VET unit of study that the student commences but does not complete because UCA ceases to provide the VET course of study of which the VET unit forms part (this is known as the "VET Tuition Fee Repayment Option")

3. During 2018 UCA's obligation to provide Tuition Assurance under **VET Student Loans and VET FEE-HELP** legislation, is covered by exemptions approved by the Secretary of the Department of Education and Training. These exemptions are posted on the college website.

4. UCA, nor any affiliated partner training college, does not require **domestic fee-for-service students** to prepay fees in excess of \$1500 (the threshold prepaid fee amount). Therefore UCA is not required to belong to a private tuition protection scheme for domestic students not using FEE-HELP.

5. Prepaid fees for **International Students** are covered under the Tuition Protection Service (TPS) Levy, as required under the ESOS Act 2012. Funds paid into the Overseas Student Tuition Fund (OSTF) are used to provide a student with replacement training in the event of a course or course provider closure.

Procedure in event that UCA ceases to provide a course

The following procedure will be implemented, in line with the VSL Rules Section 91, in the event that UCA can no longer provide a course approved under VET Student Loans, after it starts but before it is completed:

- Within 2 business days, UCA will notify students enrolled in the course, in writing, that the course is no longer being provided

Statement of VET Tuition Assurance (cont)

- Within 7 business days after notifying the students, UCA will hold a meeting with the student(s) and the tuition assurance scheme operator for the course at the location where the course was primarily delivered.
- UCA will update its website to reflect that the course is no longer being provided and to give tuition assurance information
- UCA will give the operator notice of events as required in the VET Student Loans Rules (Section 52 and 53)
- As soon as practicable after receiving notice from the tuition assurance operator that a student's FEE-HELP balance must be re-credited, UCA will re-credit the student's FEE-HELP balance

Procedures as a replacement course provider (VSL Rules Section 92)

A student who is enrolled in a replacement course with UCA, under Tuition Assurance arrangements:

- Will be granted course credits for parts of the original course successfully completed by the student. This requires evidence of a Statement of Attainment issued in accordance with the Australian Qualifications Framework; and
- Will not be charged tuition fees for a replacement component of the replacement course

Publication

This *Statement of VET Tuition Assurance* is also noted in the following Unity College Australia documents:

- Handbook (publically available at www.unity.edu.au)
- Staff Handbook
- Student Application