

VET Student Loan VET Tuition Assurance Policy

Australis College Pty Ltd
RTO Number 31518

PURPOSE

To provide guidelines under the tuition assurance agreement with the approved tuition assurance scheme operator TAFE Directors Australia (Non-TAFE Tuition Assurance Scheme), to protect students enrolled in approved VET Student Loan courses in the event that Australis College ceases to provide a VET course of study while a student is enrolled, but has not been able to complete.

SCOPE

This policy applies to administration and managerial employees responsible for notifying students and the approved tuition scheme operator within the timeframes specified in this policy, should Australis College cease to provide a VET course of study while students are enrolled as approved under the VET Student Loan scheme.

LEGISLATIVE CONTEXT

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

[Higher Education Support Act 2003](#)

[VET Student Loans Act 2016](#)

[VET Student Loans Rules 2016](#)

[Corporations Act 2001](#)

POLICY STATEMENT

1. TUITION ASSURANCE ARRANGEMENT

1.1 Under the provisions of the Higher Education Support Act 2003, the VET Student Loans Act 2016 and VET Student Loans Rules 2016; Australis College Pty Ltd ABN: 37 117 951 327 ACN: 117 951 327 must comply with the VET Tuition Assurance requirements. The Tuition Assurance arrangement exists between the College and the approved Tuition Scheme Operator:

1.1.1 TAFE Directors, Australia.

PO Box 707, BROADWAY NSW 2007

Member No: TAS133

Website: tda.edu.au/index.php

Phone Number: 02 9217 3180

Email: memberservices@tda.edu.au

Facsimile Number: 02 9281 7335

Effective date	Review by date	SOP policy number	Version	Page number
04/04/2017	04/04/2019	POL_TA_VSL4	1.3	1
VET Student Loan Tuition Assurance Policy V1.3				

1.2 This arrangement protects VET students in the event that Australis College ceases to provide a VET course of study in which a VET student is enrolled once a course has commenced but before its completion. This could include the following scenarios in the event that Australis College:

- Ceases to operate as a Registered Training Organisation (RTO).
- Registration as an approved RTO provider is revoked by the National Training Regulator.
- The course is remarkably different to the course in which the student enrolled.
- The processes for cancellation and withdrawal have not complied with the documented cancellation and withdrawal policies and procedures.
- Is unable to deliver content of the course to the expected standard under the Australian Qualifications Framework (AQF).

1.3 Australis College must provide notice to the Tuition Scheme Operator within two (2) business days should the following events occur:

- Notice or proceedings are taken to cancel business registration under the Corporations Act 2001 (or similar legislation), or dissolve as legal entity.
- Placed into external administration.
- Fails to comply with a statutory demand under the Corporations Act 2001.
- Unable to pay debts when due.
- A resolution is made to close the company.

1.4 In the event that Australis College ceases to provide a VET Student Loan approved course once commenced, but before completion, the following steps will be taken in accordance with the VET Student Loan Rules 2016, Tuition Assurance (Section 91):

- Impacted students will be contacted in writing within two (2) business days to advise that the course is no longer being provided.
- Hold a meeting with students and the Tuition Assurance Scheme Operator within seven (7) calendar days of the students being notified, at the primary location where the course is delivered.
- Update the affected course page on the Australis College website and provide tuition assurance information as soon as practicably possible.
- Provide the Tuition Assurance Scheme Operator with notice of events within twenty-four (24) hours of the event occurring. Within three (3) business days of ceasing to provide the course, the following information will be provided:
 - Students full name and contact details.
 - Units of study the student is enrolled in.
 - Tuition fees and payment information.
 - Statement of attainment for units completed.

1.5 Should the Secretary decide Australis College has ceased to provide a course, the Tuition Assurance Operator is required to:

- a) Provide for students whose tuition fees are covered by a VET Student Loan to be able to finish the course or an equivalent course; **OR**

Effective date	Review by date	SOP policy number	Version	Page number
04/04/2017	04/04/2019	POL_TA_VSL4	1.3	2
VET Student Loan Tuition Assurance Policy V1.3				

- b) Repay a student’s tuition fees if the fees were paid using a VET Student Loan and it is impractical for the student to finish the course or an equivalent course.

1.5.1 The amount of tuition fees paid under the loan scheme must be repaid to the Commonwealth.

- 1.6 Should Australis College enrol students as a replacement provider, the student’s statement of attainment units attained or Unique Student Identifier (USI) record will be awarded as credits towards the replacement qualification. The student would not be charged course tuition fees for the replacement components of the replacement course.
- 1.7 Australis College VET tuition assurance arrangements are published on its websites and students are to be advised of the arrangements on enrolling.

2. COMMUNICATION, TRAINING AND RECORDKEEPING

- 2.1 *For internal use only* - refer to the Communication, Training and Recordkeeping Procedure (PRO_SM6).

3. ABBREVIATIONS

- 3.1 ASQA – the Australian Skills Quality Authority.
- 3.2 USI – Unique Student Identifier.

4. REFERENCES/SUPPORTING DOCUMENTS/DEFINITIONS

- 4.1 VET Student Loan Statement of Tuition Assurance.

APPROVAL AND AUTHORISATION

Completion of the following signature blocks signifies who is responsible for the creation, implementation, review and approval of this policy.

	Name	Job title	Date
Prepared by	Sharleen Ejlertsen	Quality Officer	12/01/2017
Owned by	Natasha Skelly	Student Services Manager	12/01/2017
Approved by	Marshall Newton	Chief Operations Officer	12/01/2017

SUMMARY OF REVISIONS

Australis College is committed to maintaining systematic control over its documentation. This includes the accurate recording of amendments and versions of documents through the Version Control Register SmartSheet.

This policy document will be reviewed two (2) years from its effective date or sooner as required.

Date	Name	Job Title	Version Number
12/01/2017	Sharleen Ejlertsen	Quality Officer	1.0

Effective date	Review by date	SOP policy number	Version	Page number
04/04/2017	04/04/2019	POL_TA_VSL4	1.3	3
VET Student Loan Tuition Assurance Policy V1.3				

20/01/2017	Sharleen Ejlertsen	Quality Officer	1.1
01/02/2017	Sharleen Ejlertsen	Quality Officer	1.2
04/04/2017	Sharleen Ejlertsen	Quality Officer	1.3

