

Higher Education Provider (HEP) Guidelines

Statement of Tuition Assurance

- *This template is for use by providers using membership of a tuition assurance scheme to meet the tuition assurance requirements. Use this as a guide to assist in preparing your draft 'Statement of Tuition Assurance' to meet the requirements of the HEP Guidelines. You will need to complete the highlighted sections with the information indicated.*
- *The HEP Guidelines also require you to advise DEEWR about how you will provide this information to students and intending students, e.g. on a website, in student handbooks. Please provide these details when you submit the draft Statement of Tuition Assurance to DEEWR. Please include a functioning link to the website so that we are able to verify the publication of the Statement.*
- *Please delete all text in italics.*

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated Higher Education Provider Guidelines Morling College Ltd (the First Provider) is required to provide a tuition assurance arrangement for persons, other than overseas students*, who are enrolled in higher education courses it offers. This requirement is to protect students in the event that Morling College Ltd 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 Morling College Ltd 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 a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee 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 Morling College Ltd ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

Morling College Ltd has met the tuition assurance requirements of the HESA through its current membership of the **Australian Council for Private Education & Training (ACPET) Australian Student Tuition Assurance Scheme**. Contact details for ACPET are:

*The Australian Council for Private Education and Training
Australian Student Tuition Assurance Scheme
QVB PO Box Q1076*

Sydney NSW 1230
Phone: 02 9264 4490
Fax: 02 9264 4550
Email: acpet@acpet.edu.au

If Morling College Ltd ceases to provide a course of study, ACPET Australian Student Tuition Assurance Scheme 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 Australian Student Tuition Assurance Scheme of the choice they have made for each affected unit. ACPET Australian Student Tuition Assurance Scheme will provide this Offer within twenty *Business Days* after it knows, or should now by reasonable enquiries that Morling College Ltd has ceased to provide the course or study.

The course/s of study for which Morling College Ltd has ACPET Australian Student Tuition Assurance Scheme membership is/are:

Graduate Certificate of Christian Counselling
Graduate Diploma of Christian Counselling

A student may choose either:

The Course Assurance Option:

Under the course assurance option, a student will be offered a place in a similar course of study by ACPET Australian Student Tuition Assurance Scheme. If the student accepts this option, ACPET Australian Student Tuition Assurance Scheme 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 Morling College Ltd.

The Second Provider nominated by ACPET Australian Student Tuition Assurance Scheme 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 Morling College Ltd 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 Australian Student Tuition Assurance Scheme 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 Morling College Ltd or to offer replacement/s unit free of charge.

OR

The Student Contribution/Tuition Fee Repayment Option

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

*See Education Services for Overseas Students Act 2002 for the definition of overseas student.