

## Ceasing to Provide a Course (Tuition Assurance) Policy and Procedures

### Overview

Under the provisions of Division 4 of the *VET Student Loans Act 2016* and of the *VET Student Loans Rules 2016 Part 6* the Australian Institute of Fashion Design PTY LTD [ABN: 99 115 686 014 / ACN: 115 686 014] must comply with the VET Tuition Assurance requirements. This is to protect students in the event that the Australian Institute of Fashion Design PTY LTD ceases to provide an original course VET in which a student is enrolled.

### Definitions

**Act** – Refers to VET Student Loans Act 2016

**Tuition Assurance** – refers to a scheme operator approved by the Secretary

**DET:** The Department of Education and Training (Australian Government).

**Secretary:** refers to refers to the Secretarial official for the Department for Education and Training

**Original course** – means a course that a course provider ceased to provide after the course started but before it was completed.

### Policy Statements

1. In the event that Australian Institute of Fashion Design PTY LTD ceases to provide an original course 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);

**OR**

  - b) a re-credit equal to the amount of the VET Student loan that has been used to pay tuition fees for the student for all or part of the course that ceases to be offered.
2. The Australian Institute of Fashion Design PTY LTD has met the VET tuition assurance requirements as specified in the VET Student Loans rules 2016 through its current membership of the ITECA ASTAS-VET. Contact details for ITECA are:

National Office

GPO Box 1939, Melbourne, VIC, 3001

Government Affairs — GPO Box 450, Canberra, ACT, 2601

Phone: 1300 421 017

Fax: 1300 421 018

Email [vocational.education@iteca.edu.au](mailto:vocational.education@iteca.edu.au)

## Procedures

### 1. Ceasing to Provide an original course

If the Australian Institute of Fashion Design Pty Ltd ceases to provide an original course it must:

- Notify students in writing, within 2 days that the course will no longer be provided;
- Hold a meeting with the students and the tuition assurance scheme operator (ITECA) at the main delivery location for the course within 7 business days;
- Update the website and provide information that the course is no longer being provided and to give tuition assurance information;
- Notify ITECA by written notice within 2 business days of any of the following events occurring to the Australian Institute of Fashion Design Pty Ltd:
  - Notice or proceedings taken to cancel the incorporation or registration or dissolve the institute's legal entity;
  - The institute comes under external administration;
  - The institute fails to comply with a statutory demand under the Corporations Act 2001;
  - The institute is unable to pay all of its debts when they become due; or
  - A resolution to or by the provider to wind up the business is made.

If the Australian Institute of Fashion Design Pty Ltd intends to cease providing a course after it starts but before it's completed, the institute will notify ITECA of the following in the specified time frames:

- Intention to cease a course in writing no later than 24 hours after the decision has been made;
- Provide ITECA within 3 business days after ceasing the course the:
  - The student's full name and contact details;
  - The parts of the course the student is enrolled in;
  - The amount of tuition fees for each part of the course the student is enrolled in;
  - Details about the payment of tuition fees, including that amounts that are covered fees; and
  - A statement of Attainment for the parts of the course the student has completed, issued in accordance with the Australian Qualifications Framework.

### 2. Replacement Courses

Any replacement course must be provided by approved course providers. Students enrolled in replacement courses must receive course credits for the parts of the original course successfully completed by the students, as evidenced by their Statement of Attainment. Students enrolled in a replacement course are not charged tuition fees for replacement components of replacement courses. Arrangements for replacement course must meet the following requirements:

- Lead to the same or a comparable qualification as the original course;
- Mode of delivery must be the same as the original course;
- The primary location of the replacement course must be reasonable, having regards to costs and time required for student's travel;
- Not involve the student incurring additional fees that are unreasonable; and
- Will be able to attend the replacement course with unreasonable impact on the student's prior commitments.

Arrangements for replacement courses must give students a 6 month period in which to accept the replacement tuition offer and extend that period in circumstances that justify that extension.

The arrangement must require ITECA to repay the student's tuition fees for a replacement component of the replacement course if the student applies to have their FEE-HELP balance re-credited due to Special Circumstances beyond their control under Section 68 of the Act.

### **3. Obligations to covered students**

These arrangements must provide for covered students to continue even if the arrangement is terminated and despite any of the following occurring:

- A default under the arrangement by the Australian Institute of Fashion Design Pty Ltd;
- Non-compliance with the Act by the Australian Institute of Fashion Design Pty Ltd;
- Whether the Australian Institute of Fashion Design Pty Ltd is solvent or insolvent.

These arrangements can't be varied without the written consent of the Secretary.

### **4. Termination of arrangements**

If the Australian Institute of Fashion Design Pty Ltd wishes to terminate the VET Tuition Assurance Agreement, the institute must give ITECA and the Secretary at least 60 days' notice and if the agreement is terminated by ITECA, they must give both the Australian Institute of Fashion Design Pty Ltd and the Secretary at least 90 days' notice.

### **5. Transitional Period to tuition assurance arrangements**

The previous arrangement for VET Tuition Assurance under *Schedule 1A to the Higher Education Support Act 2013*, that was operating prior to the commencement of this Act will continue to be in force for 6 months after the Act came into effect (7<sup>th</sup> December 2016).

## Publication

*Ceasing to Provide a Course ( VET Tuition Assurance)* will be made public to students on Australian Institute of Fashion Design PTY LTD website ([www.aicd.edu.au](http://www.aicd.edu.au)). Australian Institute of Fashion Design PTY LTD will also advise students about where the *Statement of VET Tuition Assurance* may be obtained from as part of their enrolment information and is also included in the Student Handbook.

## Version Control, Approval and Review

Date	Version Number	Approved by	Modifications	Review Date
16/01/2017	1	Board of Directors	Initial development of document reflecting changes to legislation	16/1/2018