

AD11 POLICY DOCUMENT



POLICY AREA: ADMINISTRATION

RELATIONSHIP TO
AQTF 2007

NATIONAL
STANDARDS: Conditions of Registration 3

TITLE: Statement of VET Tuition Assurance

PURPOSE: To protect students in the event that the college ceases to provide a VET course of study.

DESCRIPTION:

1. Under the provisions of *Schedule 1A of the Higher Education Support Act 2003 (HESA)* and Chapter 3 of the VET Provider Guidelines Actor's Centre Australia Pty Ltd (the First Provider) must comply with the VET Tuition Assurance requirements. This is to protect students in the event that Actor's Centre Australia Pty Ltd 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 3.1.25 of the *VET Provider Guidelines*. A copy of these is available from:

<http://www.deewr.gov.au/VetFeeHelp>.

2. In the event that Actor's Centre Australia Pty Ltd 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 for any VET unit of study that the student commences but does not complete because Actor's Centre Australia Pty Ltd 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. Actor's Centre Australia Pty Ltd has met the VET tuition assurance requirements as specified in the VET Provider Guidelines through its current membership of the ACPET ASTAS-VET Scheme. 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

4. If Actor's Centre Australia Pty Ltd ceases to provide a VET course of study, ACPET will send a student enrolled in the VET course of study a Written VET Tuition Assurance Offer (the Offer) advising the student of the options available under the VET tuition assurance requirements. The Offer will include directions that the student must follow in order to notify ACPET of the choice they have made for each affected VET unit. ACPET will provide this Offer within twenty *Business Days* after it knows, or should know by reasonable enquiries that the Actor's Centre Australia Pty Ltd has ceased to provide the VET course of study.

5. For the purposes of VET FEE-HELP, all courses offered by Actor's Centre Australia Pty Ltd 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 scheme ('the Scheme') as part of Actor's Centre Australia Pty Ltd's membership of the Scheme.

6. A student may choose either:

The VET Course Assurance Option:

7. Under the VET course assurance option, a student will be offered a place in a similar VET course of study by ACPET. If the student accepts this option, ACPET will make all necessary arrangements to ensure a student is able to enrol with the Second Provider in the similar VET course of study. 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 VET 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 Actor's Centre Australia Pty Ltd.

8. The Second Provider nominated ACPET may have different VET tuition fees to the fees the student would have paid for VET units of study which were part of the VET course of study the Actor's Centre Australia Pty Ltd ceased to provide but which the student had not yet started studying.

9. A student is not obliged to enrol in a VET course of study with a Second Provider offered by ACPET 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 the Actor's Centre Australia Pty Ltd or to offer replacement VET unit/s free of charge.

OR

The VET Tuition Fee Repayment Option

10. Under the VET Tuition Fee Repayment Option, ACPET 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 VET course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

Publication

The method this *Statement of VET Tuition Assurance* will be made public to students will be on Actor's Centre Australia Pty Ltd's website (<http://www.actorscentre.com.au/>). Actor's Centre Australia Pty Ltd will also advise students about where the *Statement of VET Tuition Assurance* may be obtained from as part of their enrolment information.

DATE ENDORSED BY THE GOVERNING BODY: By the board of review on Wednesday 28th April, 2010.

REVIEW DATE:

- ◆ Annual January

CONTROL

- ◆ General Manager