



# Higher Education Statement of Tuition Assurance Policy

**Policy number: QD54**

**Version: 1.0**

**Policy Owner: General Manager Organisational Services**

**Subject Expert: Manager Higher Education**

**Next review date: 23 June 2018**

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## 1. PURPOSE

This policy aim is to provide a Higher Education Statement of Course Assurance to ensure South Metropolitan TAFE (SMT) fulfils its obligations to students relating to tuition assurance agreements.

The objective of this policy is to provide clear guidelines for the establishment of appropriate tuition assurance arrangements.

## 2. SCOPE

This policy applies to all statements of tuition assurance written for SMT.

## 3. POLICY GOVERNANCE

Higher Education Support Act 2003

ESOS Act 2000

## 4. KEY DEFINITIONS

**Unit** - A unit is a discrete entity of study within a subject area that is a component of course.

**Course** - An award course is a structured combination of approved units which when completed qualifies the student for an award from South Metropolitan TAFE.

**TAS** – Tuition Assurance Scheme (Higher Education)

**TDA** – TAFE Directors Australia

**TPS** – Tuition Protection Scheme

## 5. PRINCIPLES

**5.1** SMT will fulfil its tuition assurance obligation to local FEE-HELP students through membership of TAFE Directors Australia (TDA) Tuition Assurance Scheme (TAS).

Tuition Assurance must be obtained prior to commencement of delivery of any new Higher Education course.

As part of the agreement between SMT and TDA, TDA through TAS will ensure that eligible local students who are displaced from any course conducted by SMT due to:

- the course not commencing on the agreed starting date; or
- the course ceasing to be provided after it has started; or
- the full course not being delivered because a sanction has been imposed on the provider;



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Are offered a refund of the tuition fee for any incomplete units of study; or are effectively relocated to a comparable course with another TDA TAS member.

In the event that SMT is no longer able to provide the relevant Associate Degree, students will be provided with the option of completing a relevant course, at another TDA member institution. The aim of course assurance is to ensure that any student displaced from their Associate Degree due to SMT's inability to continue to offer the course can be effectively relocated in a comparable course leading to the same or a comparable qualification with a TDA member institution.

In such an instance SMT will:

- Refund to students the money that they have paid for incomplete units in which they are currently enrolled or transfer (with the student's agreement) such fees to a TDA member institution.

The TDA member institution will:

- Provide incoming students with a place in the designated alternative course;
- Provide incoming students with credit for all completed units;
- Recognise all the grades awarded at SMT; and,
- Upon completion of the outstanding units of study, allow all the students to receive the award of the program into which they have been transferred..

Students are under no obligation to enrol in this course, however, should they choose to enrol in an alternative course SMT is not required to provide full credit transfer for units of study already completed. It should be noted that the other TDA member institution may have a different student contribution/tuition fee hence, final course costs may vary. Relocated students will be responsible for meeting their own relocation expenses (if any) and costs associated with the purchase of textbooks and other learning resources or materials required by the other TDA member institution.

### **5.2 SMT will fulfil its tuition assurance obligation to international students through TAFE**

International WA (TIWA) and its arrangements under the Tuition Protection Scheme (TPS).

### **5.3 Publication of a statement of tuition assurance**

The statement of course assurance and information relevant to the TAS and TPS is published in the SMT Higher Education Student Handbook. All enrolled students will receive this handbook upon enrolment.

Annual Higher Education Fee statements must refer students to the tuition assurance arrangements for local and international students

## **6. DOCUMENTS SUPPORTING THIS POLICY**

### **6.1. Policies**

QD50 Admission, Enrolment and Fee Management Policy

QD64 Higher Education Information Support and Guidance to Students

### **6.2. Procedures**

N/A

### **6.3. Forms**



## Higher Education Statement of Tuition Assurance Policy

N/A

### 6.4. Other

Membership of TDA TAS

SMT Statement of Course Assurance

South Metropolitan TAFE Higher Education Student Handbook

## 7. POLICY REVIEW AND COMMUNICATION

All staff will be notified of new policies and policy changes and the documents will be available on the QMS.

## 8. POLICY APPROVAL

Approved and Endorsed:

Terry Durant

Managing Director

Date: 23 June 2017

## 9. DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
V1.0	23/06/2017	Managing Director	HE Statement of Tuition Assurance