



TUITION ASSURANCE POLICY

Purpose

This policy provides a framework for the tuition assurance of AIB students, other than 'overseas students' as defined by the ESOS Act, who are protected under the TPS as advised on www.tps.gov.au. All tuition assurance measures are required to protect students in the event AIB ceases to provide a course of study in which a student is enrolled.

Scope

This policy applies to all full fee paying students eligible for FEE-HELP enrolled in Higher Education and full-fee paying students enrolled in Vocational Education and Training courses at AIB.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

TPS means the Commonwealth Tuition Protection Scheme;

Ceasing to provide a course of study has the same meaning as ascribed in the Commonwealth *Higher Education Provider Guidelines 2012*.

Details

1. AIB ceases to provide a course of study

1.1 In the unlikely event that AIB ceases to provide a course of study in which a student is enrolled, AIB will ensure all students are directed to the relevant Tuition Assurance agency:

- (a) Any enrolled Overseas Student will be directed to the Commonwealth TPS Director as per advice located on www.tps.gov.au
- (b) For other enrolled students, AIB will ensure tuition assurance mechanisms as per its membership with TAFE Directors Australia (TDA) Non-TAFE Tuition Assurance Scheme ("TAS"). In the TAS context, AIB is referred to as "The First Provider". Contact details for TAS are:

TAFE Directors Australia
GPO Box 826
CANBERRA ACT 2601
E: TAS@tda.edu.au

1.2 For AIB students covered by TAS provisions, a choice is to be made available for either:

- (a) **Course Assurance Option:** an offer of a place in a similar course of study with another higher education provider that is accredited to deliver a similar course ("Second

Provider”) without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement subjects; or

- (b) **Student Contribution/Tuition Fee Repayment Option:** a refund of their up-front payments for any subject that the student commences but does not complete because AIB ceases to provide the course of study of which the subject forms part.

1.3 If AIB ceases to provide a course of study, TAS is required to send each student enrolled in the AIB course of study a written tuition assurance Offer (“the Offer”) advising the student of the options available under the tuition assurance requirements. The Offer must provide directions on how each student can notify TAS of their respective choice for each affected unit of study, or subject. The Offer must be provided within twenty (20) business days after TAS is aware that AIB has ceased to provide the course or study.

1.4 For the purposes of FEE-HELP, all courses of study offered by AIB in accordance with the requirements of HESA are covered by TAS as part of AIB’s membership of the TAFE Directors Australia Scheme.

2 Accessing TAS

2.1 The Course Assurance Option:

- (a) Under the Course Assurance Option, a student will be offered a place by TAS with the Second Provider in a similar course of study.
- (b) If the student accepts this option, TAS 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 equivalent subjects successfully completed at AIB.
- (c) The Second Provider nominated by TAS may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for subjects which were part of the course of study that AIB ceased to provide but which the student had not yet started studying.
- (d) A student is not obliged to enrol in a course of study with a Second Provider offered by TAS under the Course Assurance Option. However, if they enrol with any other higher education provider there is no obligation on other provider to offer full credit transfer for the subjects completed with AIB or to offer replacement/s subject free of charge.

2.2 The Student Contribution/Tuition Fee Repayment Option

- (a) Under the Student Contribution/Tuition Fee Repayment Option, TAS will undertake to re-pay the student the total of any upfront payments already paid to AIB by the

student. Such payments are for any subjects the student has commenced but not completed because the course ceased to be offered.

- (b) Students who select this option and have been approved access to Commonwealth FEE-HELP funding will have their FEE-HELP balance re-credited for any uncompleted subjects.

3 Publication of this policy

AIB will ensure this policy is made public to prospective and current students via the AIB website (www.aib.edu.au). AIB will also advise students of the public location of the Tuition Assurance Policy as part of their enrolment information.

Related Forms:

Nil

Related Policies:

Nil

Responsibility:

Joint CEO Operations

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