

STATEMENT OF VET TUITION ASSURANCE DOMESTIC & INTERNATIONAL STUDENTS

Policy #03.05
Policy Area: Financial Management

This is a statement of the Academy of Film, Theatre & Television's (AFTT) policy in relation to protecting the fees domestic & international students pay in advance for training.

AFTT belongs to a TAFE Directors Australia (TDA) approved and recognised *Tuition Assurance Scheme* to ensure that domestic & international vocational education and training (VET) students will receive the training for which they have paid. The Scheme offers two options where a Registered Training Organisation (RTO) is unable to provide the training for which it has received payment – either the student will be placed with a suitable alternative training provider or receive a refund of fees for training not provided.

1. Statement

- 1.1 Under the provisions of *Schedule 1A* of the *Higher Education Support Act 2003* (HESA Act) and the *VET Guidelines 2016*, the Academy of Film, Theatre & Television, AFTT, (ABN: 87 079 097 920) must comply with the VET Tuition Assurance requirements. This is to protect domestic & international students in the event that AFTT ceases to provide a VET course in which they are enrolled.
- 1.2 In the event that AFTT ceases to provide a VET course in which a VET student is enrolled, s/he is entitled to a choice of:
 - 1.2.1 an offer of a place in a similar VET course of study with a Second Provider which comprises VET units of study that meet the requirements of subclause 45(1) of Schedule 1A of the HESA Act without any requirement to pay the Second Provider any VET tuition fee for any replacement units (This is known as the '*VET Course Assurance Option*' – see VET Guidelines 2016, clause 3.3.3);OR
 - 1.2.2 a refund of their up-front VET tuition fee payments and/or a re-crediting of any Vet Student Loan (VSL) balance for any VET unit of study that the VET student was enrolled or commenced but did not complete because AFTT ceased to provide the VET course of study of which the unit forms part (an "affected unit"). (This is known as the '*VET Tuition Fee Repayment Option*' – see VET Guidelines 2016, clause 3.4.2)
- 1.3 AFTT meets the VET tuition assurance requirements as specified in the VET Guidelines 2016, through its current membership of the *TAFE Directors Association (TDA)* – Australian Students Tuition Assurance Scheme (ASTAS). ASTAS has TDA approval and recognition.

1.4 TAFE Directors Australia Contact Details

Street Address: E Block Room 153B, 37 Constitution Avenue Reid ACT 2600

Postal Address: GPO Box 826 Canberra, ACT 2601

Phone: (02) 9217 3588

Email: memberservices@tda.edu.au

Website: www.tda.edu.au

1.5 The TDA TAS scheme covers a VET student if s/he:

- is a citizen or permanent resident of Australia; and
- is enrolled as a full or part-time student in an AFTT course leading to an accredited award; and
- is a full fee paying student eligible for VSL; and
- is not a student as defined in the Educational Services for Overseas Students (ESOS) Act 2000

For more information about the TDA TAS scheme, please refer to:

http://www.tda.edu.au/cb_pages/tuition_assurance_scheme.php

1.6 All courses offered by AFTT (in accordance with the course requirements of clause 45 of *Schedule 1A* of the *Higher Education Support Act 2003* for Vet Student Loan assistance) are covered by the TDA TAS scheme.

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

1.8 A VET student may choose one of two options:

1.8.1 The VET Course Assurance Option:

Under the VET course assurance option, a VET student will be offered a place in a similar VET course of study by TDA. If the VET student accepts this option, TDA will make all necessary arrangements to ensure a VET student is able to enroll 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 VET student to pay the Second Provider any VET tuition fee for any replacement VET units (that is, units that the VET student had commenced but not completed because the VET course ceased to be offered). A VET student will receive full credit from the Second Provider for any VET units of study successfully completed at AFTT.

The Second Provider nominated by TDA may have different VET tuition fees to the fees the VET student would have paid for VET units

of study which were part of the VET course of study AFTT ceased to provide, but which the VET student had not yet started studying.

A VET student is not obliged to enroll in a VET course of study with a Second Provider offered by TDA 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 AFTT or to offer replacement VET unit/s free of charge.

OR

1.8.2 The VET Tuition Fee Repayment Option

Under the VET Tuition Fee Repayment Option, TDA undertakes to pay the VET student the total of any up-front VET payments already paid by the VET student for any VET units of study the VET student has commenced but not completed because the VET course ceased to be offered. VET students selecting this option will also have their Vet Student Loan balance re-credited for the uncompleted VET units.

9. Publication: This *Statement of VET Tuition Assurance* is made public to VET students through the AFTT website, www.aftt.edu.au. AFTT will also inform VET students about the *Statement of VET Tuition Assurance* during enrolment.

2. Definitions

HESA Act: Higher Education Support Act 2003:

<https://www.legislation.gov.au/Series/C2004A01234>

RTO: Registered Training Organisation listed on the National Training Register at www.training.gov.au

Training: is the process used by an RTO or a third party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration listed on www.training.gov.au.

VET: Vocational Education and Training

VET Students are defined at Chapter 1.3 of the *VET Guidelines 2016* as a student who is entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the HESA Act

'Ceasing to provide a VET course of study': the meaning is set out in Part 3 (clause 3.5.3) of the *VET Guidelines 2016*

3. Publication

This statement is available to students on the AFTT website, www.aftt.edu.au, or a copy may be requested from Reception.

Students are made aware of this statement by the Student Recruitment Adviser (SRA) during the enrolment process.

If this statement changes over time, students will be notified via an email update.

▪ Standards Alignment

This statement complies with the requirements of the following RTO standards:

7.1 Standards for Registered Training Organisations 2015

Standard 5.3: Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:

- c) the learner's right to obtain a refund for services not provided by the RTO in the event the:
 - i) arrangement is terminated early; or
 - i) the RTO fails to provide the agreed services.

Schedule 6 - All other RTOs 2: The RTO holds current membership of a Tuition Assurance Scheme approved by its VET Regulator (ASQA, www.asqa.gov.au) which, if the RTO is unable to provide services for which the learner has prepaid, must ensure:

- a) the learner will be placed into an equivalent course such that:
 - the new location is geographically close to where the learner had been enrolled; and
 - the learner receives the full services for which they have prepaid at no additional cost to the learner; or
- b) if an equivalent course cannot be found, the learner is paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.

8. Positions Responsible

- Student Recruitment Advisors (SRAs)
- Administration Coordinator
- Course Operations Manager
- Campus Manager
- Director of Finance and Operations
- Chief Executive Officer

9. Approval

This policy update was approved by the CEO on 2.08.2017