



## STATEMENT OF TUITION ASSURANCE

### 1. Overview

This policy sets out the Higher Education Leadership Institute's ("the Institute") commitment to provide protection to students in the event that the Institute ceases to provide a course of study in which a student is enrolled. This Statement applies to full fee-paying students who have not opted for a HELP loan.

### 2. TAS Administrator

Tuition Assurance is provided through the Institute's current membership of the Australian Council for Private Education and Training's Australian Student Tuition Assurance Scheme (the Scheme).

Contact details for the TAS Administrator 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](mailto:acpet@acpet.edu.au)

### 3. Procedures

In the event that the Institute ceases to provide a course of study in which a student is enrolled, the student is entitled to an offer of a place in a similar course of study with a second provider without any requirement to pay the second provider any student contribution or tuition fee for any replacement subjects.

If the Institute ceases to provide a course of study, the TAS Administrator will send the student enrolled in the course of study a written Tuition Assurance Offer (the Offer) advising the student of the options available under the tuition assurance arrangements. The TAS Administrator will provide this Offer within twenty business days after it knows, or should know by reasonable enquiries, that the Institute has ceased to provide the course of study.

Under the Scheme a student will be offered a place in a similar course of study by the TAS Administrator. If the student accepts this option, the TAS Administrator will make all necessary arrangements to ensure the 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 subjects (that is, subjects 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 subjects successfully completed at the first provider.

The second provider, nominated by the TAS Administrator, may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for subjects that were part of the course of study the Institute ceased to provide but which the student had not yet started studying.

A student is not obliged to enrol in a course of study with a second provider offered by the TAS Administrator under these tuition assurance arrangements. However, if the student enrolls with any other HEP, there is no obligation on that provider to offer full credit transfer for the subjects completed with the first provider or to offer replacement subjects free of charge.

#### **4. Publication**

This Statement of Tuition Assurance will be made public to students and potential students on the Institute's website: [www.heli.edu.au/info](http://www.heli.edu.au/info)

#### **5. Version history**

<b>Version</b>	<b>Approved by</b>	<b>Approval Date</b>	<b>Details</b>
1.0	Executive Management Committee	16 February 2018	Document creation and initial approval

Document owner: Finance Manager