

Purpose:

Under the provisions within the VET Student Loans Act 2016 the VET Student Loans Rules 2016, Skills Training Australia is required to provide tuition assurance arrangements to students who are currently enrolled in [approved courses](#) (VET) for VET Student Loans.

Policy Outline:

Definitions

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| Original course | A course that a course provider ceased to provide after the course started but before it was completed |
| Affected part | Of an original course. A part of the course that a student was enrolled in when the course ceased to be provided |
| Replacement course | a course provided under a tuition assurance arrangement to enable a student to finish: <ul style="list-style-type: none"> ▪ an original course; or ▪ a course that is equivalent to an original course. |
| Replacement provider | a course provider who provides a replacement course under a tuition assurance arrangement. |

Skills Training Australia is required to provide tuition assurance arrangements to students who are currently enrolled in [approved courses](#) (VET) for VET Student Loans.

This requirement is to protect students in the event that Skills Training Australia ceases to provide an original course ([approved courses](#) for VET Student Loans) or the affected parts of the original course in which the student is enrolled before it is completed.

Procedure:

In the event that Skills Training Australia ceases to provide an original course (approved courses for VET Student Loans) or the affected parts of the original course in which the student is enrolled before it is completed:

- The student will be contacted by the tuition assurance scheme operator who will offer a replacement course
- The tuition assurance scheme operator will ensure that the replacement course is the same as the original course or equivalent to the original course (approved course for VET Student Loans) in accordance with the tuition assurance arrangements requirements
- A student may seek a review of a decision about whether or not a course is a replacement course
- If the student accepts the offer of a replacement course, the student will:
 - not be required to pay the replacement provider for the replacement components of the replacement course; and

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- receive course credits for parts of the original course successfully completed
- The tuition fees for remainder of the replacement course may be different from the fees payable for the original course;
- The student will have a period of 6 months in which to accept the offer
- The tuition assurance scheme operator may extend that period of 6 months in circumstances that justify an extension;
- If there is no suitable replacement course, the student’s FEE-HELP balance will be re-credited for the affected parts of the original course approved course for VET Student Loans
- If the student enrolls in another course that is not a replacement course, the student:
 - may be required to pay additional tuition fees; and
 - might not receive the course credits that the student would have received if he/she had enrolled in the replacement course, as offered by the tuition assurance scheme operator.

Contact details for the Tuition Assurance Scheme Operator are:

ACPET Australian Tuition Assurance Scheme (ASTAS)

Website: www.acpet.edu.au

Email: acpet@acpet.edu.au

Phone Number: (03) 9412 5900

Should Skills Training Australia cease to provide a course after commencement but before it has been completed, the following will apply:

- Within 2 days, Skills Training Australia will notify students in writing enrolled in the course that the course is no longer being provided
- Within 7 business days after notifying the students, Skills Training Australia will hold a meeting with the students and the tuition assurance scheme operator for the course at the location where the course was primarily delivered
- As soon as practicable, Skills Training Australia’s website will be updated to reflect that the course is no longer being provided and to give tuition assurance information
- Give the operator notice of events as required under sections 52 (information about events that affect provider) and 53 (notice and information when course ceases);
- As soon as practicable after receiving notice from the operator required under subsection 73(2) (notice that a student’s FEE-HELP balance must be re-credited) re-credit the student’s FEE-HELP balance.

Approval Authority:

This Policy and Procedure is approved by Executive Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

Documents Referenced:

- VET Student Loans Rules 2016
- VET Student Loans Act 2016