

Statement of VET Tuition Assurance
(Refer paragraph 3.5.1 of the VET Provider Guidelines)

- *This example is a guide for VET providers (or applicants seeking approval as VET providers) using membership of a VET tuition assurance scheme to meet the tuition assurance requirements. Use this as a guide to assist in preparing your draft 'Statement of VET Tuition Assurance' to meet the requirements of the VET Provider Guidelines. The VET Provider Guidelines also require you to advise DEEWR about how you will:*
 - *provide this information to students and intending students, e.g. on a website, in student handbooks etc; and*
 - *ensure that at enrolment, each student is provided with clear information about how to access the Statement of VET Tuition Assurance.*
- *Please provide these details when you submit the draft Statement of VET Tuition Assurance to DEEWR. Please include a functioning link to the website so that we are able to verify the publication of the Statement.*
- *This section (above the dotted line) about this document should not be included in your Statement of VET Tuition Assurance.*

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1. Under the provisions of *Schedule 1A of the Higher Education Support Act 2003* (HESA) and Chapter 3 of the VET Provider Guidelines **Legal Name of Entity** **ABN:** **ACN:** (the First Provider) must comply with the VET Tuition Assurance requirements. This is to protect students in the event that **Name of Entity** ceases to provide a VET course of study in which a student is enrolled. The meaning of 'ceasing to provide a VET course of study' is set out at paragraph 3.1.25 of the *VET Provider Guidelines*. A copy of these is available from: <http://www.deewr.gov.au/VetFeeHelp>.

2. In the event that **Name of Entity** ceases to provide a VET course of study in which a student is enrolled the student is entitled to a choice of:

- a) an offer of a place in a similar VET course of study with a Second Provider without any requirement to pay the Second Provider any VET tuition fee for any replacement VET units (this is known as the “**VET Course Assurance Option**”);

OR

- b) a refund of his or her up-front VET payments for any VET unit of study that the student commences but does not complete because **Name of Entity** ceases to provide the VET course of study of which the VET unit forms part (this is known as the “**VET Tuition Fee Repayment Option**”)

3. **Name of Entity** has met the VET tuition assurance requirements as specified in the VET Provider Guidelines through its current membership of the **Name of VET Tuition Assurance Scheme**. Contact details for **Name of VET Tuition Assurance Administrator** are:

(provide full name and contact details of VET tuition assurance scheme here)

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

5. For the purposes of VET FEE-HELP, all courses offered by **Name of Entity** in accordance with the course requirements of clause 45 of Schedule 1A of the *Higher Education Support Act 2003* are covered by the **Name of VET Tuition Assurance Scheme** ('the Scheme') as part of **Name of Entity**'s membership of the Scheme.

6. A student may choose either:

The VET Course Assurance Option:

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

8. The Second Provider nominated by **Name of VET Tuition Assurance Scheme Administrator** may have different VET tuition fees to the fees the student would have paid for VET units of study which were part of the VET course of study the **Name of Entity** ceased to provide but which the student had not yet started studying.

9. A student is not obliged to enrol in a VET course of study with a Second Provider offered by **Name of VET Tuition Assurance Scheme Administrator** 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 the **Name of Entity** or to offer replacement VET unit/s free of charge.

OR

The VET Tuition Fee Repayment Option

10. Under the VET Tuition Fee Repayment Option, **Name of VET Tuition Assurance Scheme Administrator** undertakes to pay the student the total of any up-front VET payments already paid by the student for any VET units of study the student has commenced but not completed because the VET course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

Publication

The method this *Statement of VET Tuition Assurance* will be made public to students will be on **Name of Entity**'s website (www.xxxxxxxx). **Name of Entity** will also advise students about where the *Statement of VET Tuition Assurance* may be obtained from as part of their enrolment information.