



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

STATEMENT OF TUITION ASSURANCE

Document Number

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1. Under the provisions of the *Higher Education Support Act 2003* (the Act) and chapter 2 of the *Higher Education Provider Guidelines 2012 (HEP Guidelines)*, Excelsia College ABN 50 360 319 774 (the First Provider) must comply with the Tuition Assurance arrangement for persons, other than overseas students*, who are enrolled in higher education courses it offers. This is to protect students in the event the First Provider ceases to provide a course of study in which a student is enrolled. The meaning of 'ceasing to provide a course of study' is set out in the *HEP Guidelines*. A copy of this is available from <https://www.comlaw.gov.au/Details/F2013C00787>
2. In the event the First Provider ceases to provide a 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 course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the "**Course Assurance Option**");

OR

 - b) a refund of their up-front payments and/or re-crediting of any FEE-HELP balance for any course of study or any unit of study that the student commences but does not complete because the First Provider ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**").
3. The First Provider has met the tuition assurance requirements, as specified in the *HEP Guidelines* through current membership of the TDA Tuition Assurance Scheme (the Scheme). Contact details for the TDA Assurance Scheme Administrator (TA Administrator) are:

The Independent Tertiary Education Council Australia (ITECA)
Manager – Membership Services
Suite 101, Level 1, 126 Wellington Parade,
East Melbourne VIC 3002
P. (03) 9412 5900 F. (03) 9416 1895

Website: www.iteca.edu.au

4. If the First Provider ceases to provide a course of study, the TA Administrator will send a 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 requirements. The Offer will include directions that the student must follow in order to notify the TA Administrator of the choice they have made for each affected unit. The TA Administrator will provide this Offer within twenty Business Days after it knows, or should know by reasonable enquiries that the First Provider has ceased to provide the course or study.

* See the [Education Services for Overseas Students \(ESOS\) Act 2002](#) for the definition of overseas student.

5. For the purposes of FEE-HELP, all courses offered by the First Provider in accordance with the course requirements of section 104-10 of the Act are covered by the Scheme as part of its membership of the Scheme.

6. A student may choose either:

The Course Assurance Option

7. Under the course assurance option, a student will be offered a place in a similar course of study by the TA Administrator. If the student accepts this option, the TA Administrator will make all necessary arrangements to ensure a student is able to enrol with the Second Provider in a 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 units of study successfully completed at the First Provider.
8. The Second Provider nominated by the TA Administrator may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for units of study which were part of the course of study the First Provider ceased to provide but which the student had not yet started studying.
9. A student is not obliged to enrol in a course of study with a Second Provider offered by the TA Administrator under the Course Assurance Option. However, if he/she enrolls with any other HEP there is no obligation on that provider to offer full credit transfer for the units of study completed with the First Provider or to offer a replacement unit/s free of charge.

OR

The Student Contribution/Tuition Fee Repayment Option

10. Under the Student Contribution/Tuition Fee Repayment Option, the TA Administrator undertakes to pay the student the total of any up-front payments already paid by the student for any units of study the student has commenced but not completed because the course ceased to be offered. Alternatively, students who have used FEE-HELP for payment of fees will have their FEE-HELP balance re-credited for the uncompleted units.

Publication

This Statement of Tuition Assurance will be made public to students on the Excelsia College website at <http://excelsia.edu.au/current-students/financial-information/>. Excelsia College will also advise students about where the Statement of Tuition Assurance may be obtained, as part of their enrolment information.