



# Tuition Assurance Policy

## PURPOSE

The purpose of this policy is to meet the requirement of TEQSA for all HEPs to have mechanisms/policies in place to ensure that students enrolled in courses accredited by TEQSA and delivered by the HEP have an opportunity to complete such courses in the event that the College ceases to operate

## SCOPE

This policy defines the process by which the College will meet TEQSA requirements under two distinct scenarios:

- Provider initiated closure,
- TEQSA initiated termination of operation (de-registration/course accreditation).

### 1. Accreditation Status

1.1 The Australasian College of Dermatologists (ACD) is committed to maintaining its status as a Higher Education Provider (HEP) by meeting and exceeding the regulatory requirements and Threshold Standards set out in the TEQSA Act. One of the requirements under these regulatory frameworks is to provide tuition assurance arrangements for students enrolled in courses offered by Australasian College of Dermatologists (ACD).

1.2 The purpose of the assurance arrangement is to protect students in the unlikely event that Australasian College of Dermatologists (ACD) ceases to provide a course of study for either of the reasons listed in the scope statement or for other reason(s).

In such an event the College will offer the following options to the enrolled students:

1.2.1 Complete their course through one of the strategies listed under 1.2.3 below, known as the Course Assurance Option; OR

1.2.2 Receive a refund equivalent to any student contribution amount or tuition fee paid for any undelivered units of study. This is known as the Student Contribution/Tuition Fee Repayment Option.

1.2.3 ACD could meet the Course Assurance Option through one of the strategies listed below

a) Under normal circumstances, it has sufficient financial reserves to operate its administration centre to support the teaching and assessment program well beyond any un-predicted forced cessation of activities.

b) Should the above resources be limited by some unforeseen occurrence, the College could maintain a sufficiently supportive administration centre for the 4 years required to allow completion by all currently enrolled students (assuming the closed-down occurred after a first year intake had commenced). Obviously, the fiscal burden would diminish as each successive year passed through.

c) Should neither of the above approaches be viable, the College may seek to amalgamate the relevant qualification with one of the other medical colleges.

For the Tuition Assurance purposes, ACD maintains membership with the Australian Council for Private Education and Training (ACPET). This membership includes both Australian Student Tuition Assurance Scheme (ASTAS) and Overseas Student Tuition Assurance Scheme (OSTAS). ACPET contact details are as follows:

Box Q1076, QVB PO, Sydney NSW 1230

Telephone: (02) 9264 4490

Facsimile: (02) 9264 4550

Email: [acpet@acpet.edu.au](mailto:acpet@acpet.edu.au)

Web: <http://www.acpet.edu.au/>

Should Australasian College of Dermatologists (ACD) cease to provide a course of study, ACPET will send an enrolled student a Written Tuition Assurance Offer (the Offer) advising of the options available under the tuition assurance requirements.

The Offer will include directions that the student must follow in order to notify ACPET of the choice they have made for each affected unit. ACPET will provide this Offer within twenty business days after the Australasian College of Dermatologists (ACD) has ceased to operate.

1.3 The Australasian College of Dermatologists (ACD) will ensure that all accredited courses it offers as a registered Higher Education Provider are insured under ACPET/ASTAS Tuition Assurance Scheme of which the College will maintain membership.

## 2. The Course Assurance Option

If a student accepts a place in a course offered by ACPET, ACPET will take care of the necessary arrangements to ensure a student is able to enrol in a similar course of study with another provider. The offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the other provider student contribution or tuition fee for replacement units.

A student will receive full credit from the other provider for units successfully completed at ACD. A student is not obliged to enrol in a course of study with a provider offered by ACPET under the Course Assurance Option. However, if he/she enrolls with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with ACD or to offer a replacement/s unit free of charge.

## 3. The Student Contribution/Tuition Fee Repayment Option

If a student chooses the Student Contribution/Tuition Fee Repayment Option, ACPET undertakes to pay the student the total of any up-front payments paid by the student for units of study the student has commenced but not completed.

For further details regarding the intent of this policy, refer to:

**ACD Teach-out Policy v3.1**

**ACD Fee and Refund Policy v1.0**

| <b>Policy Domain:</b>               |                              | Education                                |                 |                       |
|-------------------------------------|------------------------------|--|-----------------|-----------------------|
| <b>Policy Owner:</b>                |                              | Director, Education Services             |                 |                       |
| <b>Approved by :</b>                |                              | Academic Standards Committee (ASC) / BoD |                 |                       |
| <b>Related Policies/Regulations</b> |                              |  |                 |                       |
| <b>Version</b>                      | <b>Authored by</b>           | <b>Brief description</b>                 | <b>Approved</b> | <b>Effective date</b> |
| 1.0                                 | Director, Education Services | New policy                               | 12.11.2016      | 1.1.2017              |
| 2.0/2.1                             | “                            | Revision                                 | March 2019      | April 2019            |