

Tuition Assurance Process and Statement of Tuition Assurance

Overview

Tuition assurance protects students in the event a course provided by an approved VSL provider ceases to be provided after it starts but before it is completed. Affected students are offered a replacement course with another provider and where this is not possible, the students' FEE-HELP balance for the affected part of the course will be re-credited.

As an approved provider under the *VET Student Loans Act 2016*, Melbourne College of Hair and Beauty (MCOHB) ACN: 124 869 094 TOId: 21943 must be a party to an approved tuition assurance arrangement or have an approved exemption in place.

It is intended that, from 1 January 2018, MCOHB will be exempted from the requirement to be a party to an approved tuition assurance arrangement. Instead, MCOHB is required to comply with interim arrangements which ensure similar tuition assurance protection is provided to students.

This statement sets out the interim arrangements for tuition assurance that will apply from 1 January 2018 and MCOHB obligations from that date.

If any changes occur to the proposed arrangements outlined below, a revised statement will be provided on MCOHB's website and advised to all students that have enrolled in the intervening period.

Definitions:

The Act: Refers to the VET Student Loans Act 2016.

Census Date: A published date set by the provider, no earlier than 20% of the way through a VET Unit of Study.

Tuition Fees: Fees paid for a VET Unit of Study that is approved for VET STUDENT LOAN and applies to Students who are, or would be entitled to VET Student Loan assistance under section 9 of the Act.

Unit or VET Unit of Study: A VET Unit of Study approved for VET Student Loan that a Student may undertake with the provider, for which the Student may access VET Student Loan assistance to pay for all or part of their tuition fees.

The Department: The Commonwealth of Australia represented by the department which has the responsibility for administering the Higher Education Support Act 2003 and the VET Student Loans Act 2016.

1.0 What happens if MCOHB ceases to provide a course after it starts but before it is completed?

1.1 Information for Affected Students

MCOHB will notify affected students in writing that an approved course is no longer provided within 2 business days after MCOHB ceases to provide the course after it starts but before it is completed.

As soon as practicable, MCOHB will also update its website to reflect that the course is no longer being delivered and to give students information about the tuition assurance arrangements.

1.2 Replacement Courses

The Commonwealth Department of Education and Training (the Department) (or a consultant engaged by the Department) will work with affected students to identify a replacement course and arrange for students to be placed with replacement providers.

Replacement courses must meet the following requirements:

- the course must lead to the same or comparable qualification as the original course;
- the mode of delivery of the replacement course must be the same as or, with the student's consent, similar to the mode of delivery for the original course;
- the location of the replacement course must be reasonable, having regard to the costs of, and the time required for, a student's travel; and
- the student will not incur additional fees that are unreasonable and will be able to attend the replacement course without unreasonable impacts on the student's prior commitments.

Affected students will be offered a replacement course and may seek a review about whether the course offered to them meets the requirements for replacement courses.

A student who accepts the replacement course offered will not be required to pay the replacement provider for the replacement components of the replacement course. However, the fees payable for the remainder of the replacement course may be different from the fees payable for the original course.

A student who accepts the replacement course offered will also receive course credits for parts of the original course successfully completed by the student, as evidenced by:

- a copy of a statement of attainment or other Australian Qualifications Framework certification document issued by the course provider or an authorised issuing organisation in accordance with the Australian Qualifications Framework; or
- a copy of an authenticated VET transcript issued by the Student Identifiers registrar.

Each affected student will have a period of six (6) months in which to accept the replacement course offer. The Department may extend that period in circumstances that justify an extension.

If an affected student enrolls in a course that is not a replacement course, the student may be required to pay additional tuition fees and might not receive the course credits the student would have received if the student had enrolled in a replacement course.

1.3 Re-crediting of Student's FEE-HELP Balances

Where there is no suitable replacement course for a student, ACE will re-credit the student's FEE-HELP balance for the affected parts of the original course. The amount re-credited will be equal to the amount of VET student loan used to pay tuition fees for the student for the course, or parts of the course.

1.4 Prepaid Fees

MCOHB does not accept greater than \$1,500 pre-paid tuition fee. For tuition fees paid up-front below \$1500, students should be aware that there is no formal protection in place and students will be responsible to seek a refund for these fees directly from MCOHB, if MCOHB fails to provide the agreed services. MCOHB has in place the refund policy. If the provider is under external administration, this may require the student submitting a proof of debt with the external administrator.

1.5 Record Keeping

It is suggested best practice for students to retain assessments, records of competencies or statements of attainment that they receive from their education provider.