1. Under the provisions of Schedule 1A of the *Higher Education Support Act 2003* (HESA) and Chapter 3 of the VET Guidelines, TAFE Queensland South West (the First Provider) must comply with the VET Tuition Assurance requirements. This is to protect students in the event that TAFE Queensland South West ceases to provide a VET course of study in which a student is enrolled. The meaning of ‘ceases to provide a VET course of study’ is set out at paragraph 3.5.2.1 of the VET Guidelines. A copy of these is available from: http://www.comlaw.gov.au/Series/F2012L02569.

2. In the event that TAFE Queensland South West 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 of study (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 TAFE Queensland South West 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. TAFE Queensland South West has met the VET tuition assurance requirements as specified in the VET Guidelines through its current membership of the TAFE Directors Australia Tuition Assurance Scheme.

   Contact details for TAFE Directors Australia (TDA) are:

   TAFE Directors Australia, PO Box 707, Broadway NSW 2007  
   Phone: 02 9217 3180, Web: www.tda.edu.au.

4. If TAFE Queensland South West ceases to provide a VET course of study, TDA 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 TDA of the choice they have made for each affected VET unit of study. TDA will provide this Offer within 20 Business Days after it knows, or should know by reasonable enquiries that TAFE Queensland South West has ceased to provide the VET course of study.

5. For the purposes of VET FEE-HELP, all courses offered by TAFE Queensland South West in accordance with the course requirements of clause 45 of Schedule 1A of the *Higher Education Support Act 2003* are covered by the TAFE Directors Australia Tuition Assurance Scheme (‘the Scheme’) as part of TAFE Queensland South West’s membership of the Scheme.

6. A student may choose either:

   **The VET Course Assurance Option:**

   a. Under the VET course assurance option, a student will be offered a place in a similar VET course of study by TDA. If the student accepts this option, TDA 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 of study (that is, units of study 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 TAFE Queensland South West.

   The Second Provider nominated by TDA 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 TAFE Queensland South West ceased to provide but which the student had not yet started studying.
A student is not obliged to enrol in a VET course of study with a Second Provider offered by TDA under the VET Course Assurance Option. However, if he/she enrols 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 TAFE Queensland South West or to offer replacement VET unit/s of study free of charge.

or

The VET Tuition Fee Repayment Option

b. Under the VET Tuition Fee Repayment Option, TDA 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 by TAFE Queensland South West. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units of study.

PUBLICATION

The method by which this Statement of VET Tuition Assurance will be made public to students will be on TAFE Queensland South West’s website http://www.tafesouthwest.edu.au. TAFE Queensland South West will also advise students about where the Statement of VET Tuition Assurance may be obtained from as part of their enrolment information contained in the Student Diary.

POLICY APPROVAL

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<tr>
<th>Owned By:</th>
<th>Sarah Byers</th>
<th>Date: 02/05/2014</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Revenue Coordinator</td>
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<tr>
<td>Authorised by:</td>
<td>Trevor Schwenke</td>
<td>Date: 02/05/2014</td>
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<tr>
<td>Position</td>
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