

Tuition Assurance Statement

Scope

This policy is applicable to the Kaplan Business School Pty Ltd ABN 86 098 181 947, ("KBS").

Tuition Assurance

Under the provisions of the Higher Education Support Act 2003 (HESA) and the associated Higher Education Provider Guidelines, KBS is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent resident visa who are enrolled in higher education courses it offers.

This requirement is to protect students in the unlikely event that KBS 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 at: <https://www.legislation.gov.au/Details/F2012L02136/Download>.

In the event that KBS 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 another Provider, with full credit towards a comparable course of study for any units successfully completed at KBS (known as the 'Course Assurance Option');

OR

- b) a refund of up-front payments for any unit of study that the student commences but does not complete (known as the 'Student Contribution/Tuition Fee Repayment Option')

KBS meets the tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Scheme (ASTAS). Contact details for ACPET are:

ACPET National Office
Suite 101, Level 1, 126 Wellington Parade
East Melbourne VIC 3002
Ph: (03) 9412 5900
Fax: (03) 9416 1895
Email: acpet@acpet.edu.au

If KBS ceases to provide a course of study, ACPET 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 ACPET of the choice they have made for each affected unit. ACPET will provide this Offer within twenty business days after it knows, or should know by reasonable enquiries that KBS has ceased to provide the course or study.

For the purposes of FEE-HELP, all 'courses of study offered by KBS in accordance with the course requirements of section 104-10 of the Higher Education Support Act 2003 are covered by the ASTAS as part of KBS's membership of the Scheme.

A student may choose either:

1. *The Course Assurance Option:*

Under the course assurance option, a student will be offered a place in a similar course of study by ACPET. If the student accepts this option, ACPET will make all necessary arrangements to ensure the 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 KBS.

The Second Provider nominated by ACPET 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 that KBS ceased to provide but which the student had not yet started studying.

A student is not obliged to enrol in a course of study with a Second 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 KBS or to offer replacement/s unit/s free of charge.

2. *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 already paid by the student for any units of study the student has commenced but not completed because the course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted units.

Publication

This Tuition Assurance Statement is made public to students on KBS' website (www.kbs.edu.au). Kaplan Business School Pty Ltd will also advise students where to find the Statement of Tuition Assurance in enrolment information.

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

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Responsible Officer	Vice President, Academic			
Implementation Officer	Academic Dean			
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Approved by				
Vice President, Academic under a standing delegation from Academic Board				
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1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Academic Quality and Governance Team	Policy retitled, to align with policies of a similar name across Kaplan. Minor edits made for currency and to promote clarity. Implementation Officer introduced into policy.	25.05.2016	16.06.2016