



Statement of VET Tuition Assurance

Under the provisions of Schedule 1A of the *Higher Education Support Act 2003* (HESA) and Chapter 3 of the VET Provider Guidelines, *Carrick Institute of Education* ("the First Provider") must comply with the VET Tuition Assurance requirements. This is to protect students in the event that Carrick ceases to provide a VET FEE-HELP enabled course ("a VET course of study") in which a student is enrolled.

1.0 A VET course of study is taken to have ceased if:

- the VET course of study does not commence on the agreed starting date (or a later date that has been agreed between Carrick and the enrolled students) and an arrangement has not previously been made between Carrick and the enrolled students to undertake a suitable alternative VET course of study; or
- the VET course of study ceases to be provided after it has started (for any reason); or
- the full VET course of study has not being delivered because:
 - a) the approval of Carrick as a VET Provider has been suspended or revoked;
 - b) notice is served on Carrick to cancel its incorporation or to dissolve Carrick as a legal entity;
 - c) Carrick has come under external administration;
 - d) Carrick ceases to be a Registered Training Organisation;
 - e) the secretary of DEEWR makes a declaration that Carrick has ceased to provide a VET course of study.

2.0 In the event that Carrick 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 payments for any up-front VET payments for any VET unit of study that the student commences but does not complete because Carrick has ceased to provide the VET course of study of which the VET unit of study forms part. This is known as the "**VET Tuition Fee Repayment Option**".

3.0 Carrick has met the VET tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS-VET).

4.0 Contact Details for ACPET

Australian Council for Private Education and Training (ACPET)
PO Box 551, East Melbourne, VIC 8002
Ph: 1800 657 644 Fax: 03 9416 1895
Email: acpet@acpet.edu.au

5.0 The courses of study for which Carrick has ACPET ASTAS-VET membership are:

- Advanced Diploma of Hospitality
- Advanced Diploma of Tourism
- Advanced Diploma of Marketing
- Advanced Diploma of Accounting
- Advanced Diploma of Management
- Advanced Diploma of Business
- Diploma of Children's Services (early childhood education and care)
- Diploma of Community Services Work
- Diploma of Beauty Therapy
- Diploma of Dental Technology
- Diploma of Hospitality
- Diploma of Tourism
- Diploma of Events
- Diploma of Business
- Diploma of Management
- Diploma of Marketing
- Diploma of Accounting
- Diploma of Hairdressing Salon Management
- Diploma of Community Welfare Work

6.0 Activation of Tuition Assurance Arrangements

- 6.1 If Carrick ceases to provide a VET course of study, ACPET will send each eligible 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.
- 6.2 The Offer will include directions that the student must follow in order to notify ACPET of the choice they have made for each affected VET unit of study.
- 6.3 ACPET will provide this Offer within twenty business days after it knows, or should know by reasonable enquiries that Carrick has ceased to provide the VET course of study.

6.4 For the purposes of VET FEE-HELP, all courses offered by Carrick in accordance with the course requirements of clause 45 of Schedule 1A of the *Higher Education Support Act 2003* are covered by the ACPET ASTAS-VET ('the Scheme') as part of Carrick's membership of the Scheme.

6.5 A student may choose either:

6.5.1 The VET Course Assurance Option

6.5.1.1 Under the *VET Course Assurance Option*, a student will be offered a place in a similar VET course of study by ACPET.

6.5.1.2 If the student accepts this option, ACPET will make all necessary arrangements to ensure the student is able to enrol in a similar VET course of study with the Second VET Provider.

6.5.1.3 This offered VET course of study 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, any VET units of study that the student had commenced but not completed because the VET course of study ceased to be offered).

6.5.1.4 A student will receive full credit from the Second Provider of the alternate VET course of study for any VET units of study successfully completed at Carrick.

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

6.5.1.6 A student is not obliged to enrol in a VET course of study with a Second Provider offered by ACPET under the VET Course Assurance Option. However, if they enrol 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 Carrick or to offer any replacement VET units of study free of charge.

OR

6.5.2 The VET Tuition Fee Repayment Option

6.5.2.1 Under the *VET Tuition Fee Repayment Option*, ACPET undertakes to pay the student the total of any up-front VET payments already paid by the student for any VET units of study that the student has commenced but not completed because Carrick has ceased to provide the VET course of study.

6.5.2.2 Students selecting this option who have applied for VET FEE-HELP assistance will get their VET FEE-HELP balance re-credited for any uncompleted units of study.

7.0 Publication

- 7.1 This *Statement of VET Tuition Assurance* will be made available to students and prospective students by publication on Carrick's website (<http://carrickeducation.edu.au/>).
- 7.2 Carrick will also advise students about where the *Statement of VET Tuition Assurance* may be obtained from as part of their enrolment information.

Related Policy

AP 62 Student Review Procedures for Re-crediting a VET FEE-HELP Balance

Related Form

Agreement

Policy Location

P: Drive

Website

MyCarrick