

STATEMENT OF TUITION ASSURANCE FOR EXEMPT VET STUDENT LOANS (VSL) PROVIDERS

Introduction

1. 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' Student Loan balance for the affected part of the course will be re-credited.
2. As an approved provider under the VET Student Loans Act 2016, Australian Institute of Professionals Pty Ltd (AIP) ABN:92 151 388 859 must be a party to an approved tuition assurance arrangement or have an approved exemption in place.
3. If any changes occur to the proposed arrangements outlined below, a revised statement will be provided on Australian Institute of Professionals' website and advised to all students that have enrolled in the intervening period.

What happens if Australian Institute of Professional ceases to provide a course after it starts but before it is completed?

Information for affected students

4. Australian Institute of Professional will notify affected students in writing that an approved course is no longer provided within 2 business days after Australian Institute of Professional ceases to provide the course after it starts but before it is completed.
5. As soon as practicable, Australian Institute of Professional 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.

Replacement courses

6. 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.
7. 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.
8. 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.
9. 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.

11. 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.

12. 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.

Re-crediting of students' Loan balances

13. Where there is no suitable replacement course for a student, Australian Institute of Professionals will re-credit the student's loan 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.

Prepaid fees

14. For tuition fees paid up-front greater than \$1500, Australian Institute of Professionals has in place TPS cover for Private Education and Training under Clause 7.3 of RTO Standards 2015.

15. 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 Australian Institute of Professionals if Australian Institute of Professionals fails to provide the agreed services. Australian Institute of Professionals has in place refund policy. If the provider is under external administration, this may require the student submitting a proof of debt with the external administrator.

Record keeping

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