

Statement of VET Tuition Assurance

1. Under the provisions of *Schedule 1A of the Higher Education Support Act 2003* (HESA) and Chapter 3 of the VET Provider Guidelines 2013 **Stirling Institute of Australia Pty Ltd** (ABN: 24 096 470 021 ACN: 096 470 021) (the First Provider) must comply with the VET Tuition Assurance requirements.

Stirling Institute of Australia Pty Ltd trading as-

- *Stirling Institute of Counselling*
- *Stirling Institute*
- *Stirling Institute of Hypnotherapy*
- *Stirling Institute of Business*
- *Stirling Institute of Children's Services*
- *Academy of Hypnotic Science*

2. This is to protect VET students in the event that Stirling Institute of Australia Pty Ltd ceases to provide a VET course of study in which a VET student is enrolled. The meaning of 'ceasing to provide a VET course of study' is set out at paragraph 3.5.2 of the VET Provider Guidelines 2013. A copy of these is available from: : <http://www.comlaw.gov.au/Details/F2014C00872>.
3. In the event that Stirling Institute of Australia Pty Ltd ceases to provide a VET course of study in which a VET student is enrolled the VET student is entitled to a choice of:
 - i. 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 (this is known as the "**VET Course Assurance Option**");
OR
 - ii. a refund of their up-front VET tuition fee payments and/or a re-crediting of any FEE-HELP balance for any VET unit of study that the VET student was enrolled or commences but does not complete because Stirling Institute of Australia Pty Ltd ceases to provide the VET course of study of which the unit forms part (this is known as the "**VET Tuition Fee Repayment Option**")
4. Stirling Institute of Australia Pty Ltd has met the VET tuition assurance requirements as specified in the VET Provider Guidelines through its current membership of the current membership of the Australian Council for Private Education and Training (ACPET) Tuition Assurance Scheme. Contact details for ACPET are:

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. If Stirling Institute of Australia Pty Ltd ceases to provide a VET course of study, ACPET will send a VET student enrolled in the VET course of study a Written VET Tuition Assurance Offer (the Offer) advising the VET student of the options available under the VET tuition assurance requirements. The Offer will include directions that the VET student must follow in order to notify ACPET of the choice they have made for each affected VET unit. ACPET will provide this Offer within twenty Business Days after it knows, or should know by reasonable enquiries that Stirling Institute of Australia Pty Ltd has ceased to provide the VET course of study.
6. For the purposes of VET FEE-HELP, all courses offered by Stirling Institute of Australia Pty Ltd in accordance with the course requirements of clause 45 of Schedule 1A of the Higher Education Support Act 2003 are covered by the ACPET Tuition Assurance Scheme ('the Scheme') as part of Stirling Institute of Australia Pty Ltd's membership of the Scheme.
7. A VET student may choose either:
 - a) the VET Course Assurance Option
 - b) the VET Tuition Fee Repayment OptionThese options are explained below.

The VET Course Assurance Option:

8. Under the VET course assurance option, a VET student will be offered a place in a similar VET course of study by ACPET. If the VET student accepts this option, ACPET will make all necessary arrangements to ensure a VET 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 VET student to pay the Second Provider any VET tuition fee for any replacement VET units (that is, units that the VET student had commenced but not completed because the VET course ceased to be offered). A VET student will receive full credit from the Second Provider for any VET units of study successfully completed at Stirling Institute of Australia Pty Ltd.
9. The Second Provider nominated by ACPET may have different VET tuition fees to the fees the VET student would have paid for VET units of study which were part of the VET course of study Stirling Institute of Australia Pty Ltd ceased to provide but which the VET student had not yet started studying.
10. A VET 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 he/she enrolls 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 Stirling Institute of Australia Pty Ltd or to offer replacement VET unit/s free of charge.

The VET Tuition Fee Repayment Option

11. Under the VET Tuition Fee Repayment Option, ACPET undertakes to pay the VET student the total of any up-front VET payments already paid by the VET student for any VET units of study the VET student has commenced but not completed because the VET course ceased to be offered. VET students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

Publication

This *VET Tuition Assurance* will be made available to Students enrolled with Stirling Institute of Australia Pty Ltd through publication on the website (<http://www.sia.edu.au>) and in the student handbook.

This VET Tuition Assurance policy was agreed to and ratified by Stirling Institute of Australia Pty Ltd's Board of Directors on 28th September 2015