

Statement of Tuition Assurance—Australian Citizens and Holders of an Australian Permanent Humanitarian Visa

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated HEP Guidelines, Bradford College (the First Provider) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect students in the event that Bradford College 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 (http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm)

In the event that Bradford College ceases to provide a course of study in which a student is enrolled the student is entitled to a choice of:

an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the "Course Assurance Option");

or

a refund of his or her up-front payments for any unit of study that the student commences but does not complete because Bradford College ceases to provide the course of study of which the unit forms part (this is known as the "Student Contribution/Tuition Fee Repayment Option").

Bradford College has met the tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training (ACPET) and the Australian Student Tuition Assurance Scheme (ASTAS). Contact details for ACPET are: ACPET National Office, Suite 12, Level 14, 329 Pitt St, Sydney NSW, 1230. Ph: (02) 9264 4490, fax: (02) 9264 4550, email: acpet@acpet.edu.au.

If Bradford College 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 Bradford College has ceased to provide the course of study.

The courses of study for which Bradford College has ACPET and ASTAS membership are:

Bradford College (The First Provider) Course	Qualification to which Bradford College's Course Leads
Diploma of Commerce	Diploma of Commerce
Bachelor of Business	Bachelor of Business
Master of Professional Accounting (graduate entry)	Master of Professional Accounting
Master of Accounting Studies	Master of Accounting Studies
Graduate Certificate in Accounting	Graduate Certificate in Accounting

A student may choose either:

The Course Assurance Option

If a student accepts a place in a course offered by ACPET as named above, ACPET will offer the student the option of ACPET making all necessary arrangements to ensure a student is able to enrol in a similar course of study with a Second Provider. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay that Second Provider any student contribution or tuition fee for any replacement units. A student will receive full credit from the Second Provider for any units of study successfully completed at Bradford College.

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 Bradford College ceased to provide.

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 Bradford College or to offer a replacement/s unit free of charge.

or

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. Students selecting this option will also get any SLE or FEE-HELP balance/s re-credited for uncompleted units.