

# STATEMENT OF TUITION ASSURANCE

<b>Policy Link</b>	Higher Education Support Act 2003				
<b>Responsible Officers</b>	Registrar Risk and Compliance Officer				
<b>Superseded Documents</b>	Statement of Tuition Assurance 2007				
<b>Associated Documents</b>	TAFE Directors Australia Higher Education Tuition Assurance Scheme. <a href="#">Rules</a> . 2009.				
<b>Review Date</b>	September 2020 or earlier as required by legislation.				
<b>Access Flag</b>	Student Public				
<b>Version</b>	<b>Endorsed By</b>	<b>Date</b>	<b>Authorised By</b>	<b>Approval Date</b>	<b>Effective Date</b>
2.0	The Principal	15/09/2015	Governing Board	15/09/2015	15/09/2015

## 1. INTRODUCTION

Under the provisions of the *Higher Education Support Act 2003 (HESA)* and the associated HEP Guidelines Moore 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 Moore 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](#).

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

1. 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
2. a refund of his or her up-front payments for any unit of study that the student commences but does not complete because Moore 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**).

## 2. SCOPE

This statement covers all the accredited courses of study offered by Moore College.

### 3. TUITION ASSURANCE REQUIREMENTS

Moore College has met the tuition assurance requirements of the *Higher Education Support Act 2003 (HESA)* through its membership of TAFE Directors Australia TDA Tuition Assurance Scheme (Higher Education). Contact details for TDA are as follows:

Web address: <http://www.tda.edu.au/>  
Email address: [memberservices@tda.edu.au](mailto:memberservices@tda.edu.au)  
TAFE Directors Australia  
National Secretariat  
PO Box 707  
BROADWAY NSW 2007

If Moore College ceases to provide a course of study, TDA 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 TDA of the choice they have made for each affected unit. TDA will provide this offer within 20 business days after it knows, or should know by reasonable enquiries, that Moore College has ceased to provide a course of study.

A student may choose either:

#### 3.1 Course Assurance Option

If a student accepts a place in a course offered by TDA as named above, he/she will receive full credit for units of study completed towards the same or comparable qualification with the Second Provider without any requirement on the part of the student to pay the Second Provider any student contribution or tuition fee for any replacement units.

The Second Provider 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 Moore College ceased to provide.

A student is not obliged to enrol in an offered course of study with a Second Provider offered by TDA 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 Moore College or to offer a replacement/s unit free of charge.

OR

#### 3.2 Student Contribution/Tuition Fee Repayment Option

If a student chooses the Student Contribution/Tuition Fee Repayment Option, TDA 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 their SLE or FEE-HELP balances re-credited for uncompleted units.

### 4. INFORMATION

TAFE Directors Australia Higher Education Tuition Assurance Scheme. [Rules](#). 2009.  
Student inquiries [registrar@moore.edu.au](mailto:registrar@moore.edu.au)

## 5. DOCUMENT HISTORY

Version	Date	Authorised	Amendment
1.0	15 March 2007	Governing Board	New statement
1.1	06 April 2010	Dean of Quality and Planning	Updated table at 2.2
2.0	15 Sept 2015	Governing Board	Revision of the tuition assurance scheme arrangements - through TDA TAS.