

## 1. General

- 1.1. This statement has been approved by the Governing Board of the College and is published on the College web site ([www.moore.edu.au](http://www.moore.edu.au)).
- 1.2. 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 a student 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 ([http://www.comlaw.gov.au/ComLaw/Legislation/LegislativeInstrumentCompilation1.nsf/0/46B98EE0BB072499CA2573E7000797C8/\\$file/HEPGuidelinesCompilation\\_14Jan.pdf](http://www.comlaw.gov.au/ComLaw/Legislation/LegislativeInstrumentCompilation1.nsf/0/46B98EE0BB072499CA2573E7000797C8/$file/HEPGuidelinesCompilation_14Jan.pdf)).
- 1.3. 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:
  - 1.3.1. 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**
  - 1.3.2. 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**").
- 1.4. If Moore College ceases to provide a course of study, the Registrar of the Anglican Diocese of Sydney (the Diocesan Registrar) 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 the Diocesan Registrar of the choice they have made for each affected unit. The Diocesan Registrar 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.

## 2. The Course Assurance Option

- 2.1. Moore College has met the course assurance option requirement of the HESA through a Deed of Course Assurance with the Second Provider listed below. If Moore College is unable to provide a course of study the Second Provider will make all the arrangements necessary to ensure that a student enrolled in that course of study is able to enrol in a similar course of study with that Second Provider.
- 2.2. The following alternative courses of study will be offered in the event that Moore College is unable to deliver its higher education courses:

<b>Moore College (First Provider) course</b>	<b>Qualification to which Moore College (First Provider) course leads</b>	<b>Course of Study offered by the Australian College of Theology (Second Provider) as a replacement</b>	<b>Qualification to which the Australian College of Theology (Second Provider) course of study leads</b>
Bachelor of Theology (3 year)	Bachelor of Theology	Bachelor of Theology	Bachelor of Theology
Bachelor of Divinity (4 year, non-graduates)	Bachelor of Divinity	Bachelor of Theology (Honours)	Bachelor of Theology (Honours)
Bachelor of Divinity (4 year, graduates)	Bachelor of Divinity	Master of Divinity / Graduate Diploma of Theology	Master of Divinity / Graduate Diploma of Theology
Master of Arts (Theology) (coursework)	Master of Arts (Theology)	Master of Arts (Theology)	Master of Arts (Theology)

<b>Moore College (First Provider) course</b>	<b>Qualification to which Moore College (First Provider) course leads</b>	<b>Course of Study offered by the Australian College of Theology (Second Provider) as a replacement</b>	<b>Qualification to which the Australian College of Theology (Second Provider) course of study leads</b>
Master of Theology (research)	Master of Theology	Master of Theology	Master of Theology
Diploma of Bible and Missions	Diploma of Bible and Missions	Diploma of Ministry	Diploma of Ministry
Diploma of Bible and Ministry	Diploma of Bible and Ministry	Diploma of Ministry	Diploma of Ministry
Diploma of Bible and Youth Ministry	Diploma of Bible and Youth Ministry	Diploma of Ministry	Diploma of Ministry

- 2.3. If a student accepts a place in a course offered by the Second Provider 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 to pay the Second Provider any student contribution or tuition fee for any replacement units.
- 2.4. 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.
- 2.5. A student is not obliged to enrol in an offered course of study with a Second Provider 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.

### **3. Student Contribution/Tuition Fee Repayment Option**

- 3.1. Moore College has met the Student Contribution/Tuition Fee Repayment Option requirement through a Repayment Deed of Guarantee with Westpac Banking Corporation (Westpac).
- 3.2. If a student chooses the Student Contribution/Tuition Fee Repayment Option, Westpac undertakes to pay the student, by paying to the Diocesan Registrar who will in turn pay to the students, 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. Contact Information**

- 4.1. The Dean of the ACTh may be contacted at:

Suite 4, Level 6, 51 Druitt St  
 SYDNEY NSW 2000  
 Tel: (02) 9262 7890

- 4.2. The Diocesan Registrar may be contacted at:

Level 1, St Andrew's House  
 Sydney Square  
 Sydney NSW 2000 (PO Box Q190, QVB Post Office NSW 1230, Tel: (02) 9265 1555).

- 4.3. Westpac may only be contacted through the Diocesan Registrar.

- 4.4. Queries in relation to this statement should be addressed to the Moore College Registrar.

Rhonda Barry  
 Registrar  
 Tel: 9577 9934  
 Email: registrar@moore.edu.au