

1. Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated Higher Education Provider Guidelines 2012 (“HEP Guidelines”), Sydney Institute of Health Sciences Pty Ltd trading as Sydney Institute of Traditional Chinese Medicine (“SITCM”; the First Provider) is required to provide a tuition assurance arrangement for persons, other than international students¹, who are enrolled in higher education courses it offers. This requirement is to protect students in the event that SITCM 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 which can be found at: <http://www.comlaw.gov.au/Series/F2012L02136>

2. In the event that SITCM ceases to provide a course of study in which a student is enrolled the student is entitled to a choice of:
 - a) 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

 - b) a refund of his or her up-front payments for any unit of study that the student commences but does not completed because SITCM ceases to provide the course of study of which the unit forms part. This is known as the “**Student Contribution/Tuition Fee Repayment Option**”.
3. SITCM has met the tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training Australian Student Tuition Assurance Scheme (“ACPET ASTAS-HE”).

Contact details for ACPET are:

Australian Council for Private Education and Training
PO Box 551, East Melbourne, Vic 8002
Ph: (03) 9412 5900 Fax: (03) 9416 1895
Email: acpet@acpet.edu.au
Website: www.acpet.edu.au/

The higher education course of study for which SITCM has ACPET ASTAS-HE membership is:

- Bachelor of Traditional Chinese Medicine

Activation of Tuition Assurance Arrangements

4. If SITCM ceases to provide a higher education course of study, ACPET will send each eligible 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 SITCM has ceased to provide the course of study.

¹ As defined by the Education Services for Overseas Students Act 2000

5. A student may choose either:

The Course Assurance Option

6. Under the course assurance option, a student will be offered a place in a similar course of study by ACPET. If the student accepts this option ACPET will make all necessary arrangements to ensure a student is able to enrol with the Second Provider in a similar course of study. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the Second Provider any student contribution or tuition fee for any replacement units (that is, units that the student had commenced but not completed because the course ceased to be offered). A student will receive full credit from the Second Provider for any units of study successfully completed at SITCM.
7. 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 that SITCM ceased to provide but which the student had not yet started studying.
8. 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 they enrol with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with SITCM or to offer any replacement units free of charge.

OR

The Student Contribution/Tuition Fee Repayment Option

9. Under 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 that the student has commenced but not completed because SITCM has ceased to provide the course of study.

Students selecting this option who have applied for FEE-HELP assistance will have their FEE-HELP balance re-credited for uncompleted units.

Publication

This *Statement of Tuition Assurance for Higher Education Courses* will be published on SITCM website (www.sitcm.edu.au).

SITCM's enrolment information will also contain details about where the *Statement of Tuition Assurance for Higher Education Courses* may be obtained.

Version control

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Version	Authorised by	Approval Date	Details
1.0	Executive Management Group	21 February 2013	Document creation
2.0	Executive Management Group	16 January 2014	Regular review only (no amendment made)
2.1	CEO	9 May 2017	Review for alignment to HESF 2015 and review of currency of arrangements