STATEMENT OF VET TUITION ASSURANCE

1. POLICY STATEMENT

This policy has been developed to ensure compliance with standard SNR 22.3 for NVR registered training organisations - regulated by the National VET Regulator; Australian Skills Quality Authority (ASQA) and Schedule 1A of the Higher Education Support Act 2003 (HESA) and Chapter 3 of the VET Provider Guidelines.

2. PURPOSE

Empower Institute (EI) will comply with the above mentioned standards via implementation of this policy.

3. PROCEDURE

Under the provisions of Schedule 1A of the Higher Education Support Act 2003 (HESA) and Chapter 3 of the VET Provider Guidelines, Empower Institute (“EI”) (the First Provider) must comply with the VET Tuition Assurance requirements. This is to protect the students in the event that Empower Institute ceases to provide a Vet Fee-Help enabled course (“a VET course of study”) in which a student is enrolled.

The meaning of “ceasing to provide a VET course of study” is set out at paragraph 3.1.25 of the VET Provider Guidelines. A copy of the guidelines is available from: http://www.deewr.gov.au/VetFeeHelp.

3.1 In the event that EI ceases to provide a VET 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 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 of study. This is known as the “VET Course Assurance Option”; or

   b. A refund of their up-front VET payments for any VET unit of study that the student commences but does not complete because EI has ceased to provide the VET course of study of which the VET unit of study forms part. This is known as the “VET Tuition Fee Repayment Option”.

3.2 EI has met the VET Tuition Assurance requirements as specified in the VET Provider Guidelines through its current membership of the TAFE Directors Australia Tuition Assurance Scheme (TDA). Contact Details for TDA are:

   TAFE Directors Australia
   National Secretariat
   Ultimo College, Building B
3.3 If EI ceases to provide a VET course of study, TDA will send a 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 student must follow in order to notify TDA of the choice they have made for each affected VET unit of study. TDA will provide this Offer within twenty Business Days after it knows, or should know by reasonable enquiries that EI has ceased to provide the VET course of study.

3.4 For the purposes of Vet Fee-Help, all courses offered by EI in accordance with the course requirements of clause 45 of Schedule 1A of the Higher Education Support Act 2003 are covered by the TDA-VET ("the Scheme") as part of EI's membership of the Scheme.

3.5 A student may choose either:

The VET Course Assurance Option:

a. Under the VET Course Assurance Option, a student will be offered a place in a similar VET course of study by TDA. If the student accepts this option, TDA will make all necessary arrangements to ensure a student is able to enrol with the Second Provider in the similar VET course of study. This offered VET course of study will lead to the same or a comparable qualification without any requirement on the part of the student to pay the Second Provider any VET tuition fee for any replacement VET units of study (that is, VET units of study that the student had commenced but not completed because the VET course of study ceased to be offered). A student will receive full credit from the Second Provider for any VET units of study successfully completed at EI.

b. The Second Provider nominated by TDA may have different VET tuition fees to the fees the student would have paid for VET units of study which were part of the VET course of study that EI ceased to provide but which the student had not yet started studying.
c. A student is not obliged to enrol in a VET course of study with a Second Provider offered by TDA under the VET Course Assurance Option. However, if he/she enrols 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 EI or to offer replacement VET units of study free of charge; or

The VET Tuition Fee Payment Option

d. Under the VET Tuition Fee Repayment Option, TDA undertakes to pay the student the total of any up-front VET payments already paid by the VET student for any VET units of study that the student has commenced but not completed because the VET course of study ceased to be offered. Students selecting this option who have applied for Vet Fee-Help assistance will also have their Fee-Help balance re-credited for the uncompleted VET units of study.

4. PUBLICATION

This Statement of VET Tuition Assurance will be published on Empower Institute’s website (www.empower.edu.au). EI will advise students of the stored location of the Statement of VET Tuition Assurance as part of their enrolment information.