

Statement of VET Tuition Assurance

Under the provisions of Schedule 1A of the Higher Education Support Act 2003 (HESA) and Chapter 3 of the VET Guidelines Conwal & Associates Pty Ltd ABN: 21 121 967 235 ACN 121 967 235 provider) must comply with the VET Tuition Assurance requirements. This is to protect VET students in the event that Conwal Institute ceases to provide a VET course of study in which a VET student is enrolled. The meaning of 'ceasing to provide a VET course of study' is set out at paragraph 3.5.3 of the VET Guidelines.

A copy of these is available from: <http://www.comlaw.gov.au/Details/F2012L02569>

In the event that Conwal Institute ceases to provide a VET course of study in which a VET student is enrolled the VET 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 (this is known as the "VET Course Assurance Option");

OR

- b) A refund of their up-front VET tuition fee payments and/or a re-crediting of any FEE-HELP balance for any VET unit of study that the VET student was enrolled or commences but does not complete because Conwal Institute ceases to provide the VET course of study of which the unit forms part (this is known as the "VET Tuition Fee Repayment Option")

Conwal Institute has met the VET tuition assurance requirements as specified in the VET Guidelines through its current membership of the Australian Council for Private Education (ACPET) Assurance Scheme.

Contact details for Australian Council for Private Education Queensland Office Administrator:

Level 14, 46 Edward Street
Brisbane
Qld 4000
Tel: 07 3210 1628
qld@acpet.edu.au.

The courses of study which Conwal Institute has ACPET-ASTAS membership for VET fee help are:

- BSB50207 Diploma of Business
- BSB50407 Diploma of Business Administration
- BSB51107 Diploma of Management
- BSB51407 Diploma of Project Management
- CPP50611 Diploma of Security and Risk Management
- LGA50104 Diploma of Local Government Administration
- LGA50604 Diploma of Local Government Regulatory Services
- PSP50104 Diploma of Government
- PSP51712 Diploma of Government (Investigation)
- PSP50612 Diploma of Government (Fraud Control)
- PSP51812 Diploma of Government (Security)
- PSP60112 Advanced Diploma of Government

If Conwal Institute ceases to provide a VET course of study, Australian Council for Private Education will send a VET 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 VET student must follow in order to notify Australian Council for Private Education of the choice they have made for each affected VET unit. Australian Council for Private Education will provide this Offer within twenty Business Days after it knows, or should know by reasonable enquiries that the Conwal Institute has ceased to provide the VET course of study.

For the purposes of VET FEE-HELP, all courses offered by Conwal Institute in accordance with the course requirements of clause 45 of Schedule 1A of the Higher Education Support Act 2003 are covered by the Australian Council for Private Education ('the Scheme') as part of Conwal Institute membership of the Scheme.

A VET student may choose either:

The VET Course Assurance Option:

Under the VET course assurance option, a VET student will be offered a place in a similar VET course of study by Australian Council for Private Education. If the VET student accepts this option, Australian Council for Private Education will make all necessary arrangements to ensure a VET student is able to enrol with the Second Provider in the similar VET course of study.

This offered VET course will lead to the same or a comparable qualification without any requirement on the part of the VET student to pay the Second Provider any VET tuition fee for any replacement VET units (that is, units that the VET student had commenced but not completed because the VET course ceased to be offered). A VET student will receive full credit from the Second Provider for any VET units of study successfully completed at Conwal Institute.

The Second Provider nominated by Australian Council for Private Education may have different VET tuition fees to the fees the VET student would have paid for VET units of study which were part of the VET course of study the Conwal Institute ceased to provide but which the VET student had not yet started studying.

A VET student is not obliged to enrol in a VET course of study with a Second Provider offered by Australian Council for Private Education under the VET Course Assurance Option. However, if he/she enrolls 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 the Conwal Institute or to offer replacement VET unit/s free of charge.

OR

The VET Tuition Fee Repayment Option

Under the VET Tuition Fee Repayment Option, Australian Council for Private Education undertakes to pay the VET student the total of any up-front VET payments already paid by the VET student for any VET units of study the VET student has commenced but not completed because the VET course ceased to be offered. VET students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

Publication

The method this Statement of VET Tuition Assurance will be made public to VET students will be on Conwal Institute website www.conwalinstitute.edu.au. Conwal Institute will also advise VET students about where the Statement of VET Tuition Assurance may be obtained from as part of their enrolment information.