

C006 PROGRAM ASSURANCE

1. Purpose

Under the provisions of the *Higher Education Support Act 2003* and the *Education Services for Overseas Students (ESOS) Act 2000*, SAIBT is required to provide a program assurance arrangement for students who are enrolled in higher education programs that SAIBT offer.

2. Procedure

SAIBT fulfills this obligation through membership with the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS) and Overseas Tuition assurance Scheme (OSTAS).

2.1 As part of the agreement between SAIBT and ACPET, ACPET - through ASTAS and OSTAS - will ensure that students displaced from any program conducted by SAIBT due to SAIBT's inability to continue the program, are effectively relocated in a comparable program with another ACPET member or other approved provider.

2.2 Should SAIBT be unable to continue operating a program, students will be informed that they can receive a refund of the student contribution or tuition fee for any incomplete units of study, or that the funds paid for such incomplete courses of study can be transferred, with their agreement, to the new provider with whom they enroll. ACPET will arrange for any eligible student who decides to transfer, and who has not withdrawn from the program or who does not complete courses or programs of study due to:

- the program not commencing on the agreed starting date, or
- the program ceasing to be provided after it has started, or
- the full program not being delivered because a sanction has been imposed on the Institute

to be offered enrolment in a program leading to the same, or a comparable, qualification with minimum disruption to studies.

2.3 When a student is relocated, the provider receiving the student will make no additional tuition charge for the portion of the program for which SAIBT has received payment. The provider receiving the student is entitled to charge a tuition fee for any portion of a program not previously paid for by the student to SAIBT. The new provider might have a different student contribution or tuition fee for the course of study, so that the amount they might be required to pay might vary.

2.4 If no member of the Scheme offers a program leading to the same, or a comparable, qualification, the ACPET ASTAS/OSTAS will make the necessary financial and administrative arrangements to purchase or obtain access to an appropriate program for the specific purpose of offering these students placement. These programs may be delivered by a member of the Scheme, or may be delivered by another registered/approved provider

commissioned by the ACPET ASTAS/OSTAS for that purpose, or a refund of tuition fees may be made.

- 2.5 In all cases, whether a student is relocated, or their unused portion of tuition fees reimbursed, the Scheme will assume responsibility for ensuring that the student receives documented full credit for courses of study completed at SAIBT. The student will normally be responsible for meeting any relocation expenses and the purchase of any texts or materials required by the receiving provider. The student is not obliged to enroll in the program in which they are offered enrolment under the program assurance arrangement, but if they enroll with a different provider there would be no obligation on that provider to offer full credit transfer for the units of study completed.

POLICY NAME	C006 PROGRAM ASSURANCE
Reference Authority	Director
Date of Approval	1 December 2006
Amendments	