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**STATEMENT OF VET TUITION ASSURANCE  
FOR ELIGIBLE STUDENTS ENROLLED IN VET FEE-HELP ENABLED COURSES**

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**1. Date Last Updated/Modified      February 2010**

**2. Date of Review                              February 2011 or earlier as required**

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Under the provisions of Schedule 1A of the *Higher Education Support Act 2003* (HESA) and Chapter 3 of the VET Provider Guidelines, Benchmark College ("the College") must comply with the VET Tuition Assurance requirements. This is to protect eligible students in the event that the RTO ceases to provide a VET FEE-HELP enabled course ("a VET course of study") in which a student is enrolled.

A VET course of study is taken to have ceased if:

- the VET course of study does not commence on the agreed starting date (or a later date that has been agreed between the College and the enrolled students) and an arrangement has not previously been made between the College and the enrolled students to undertake a suitable alternative VET course of study; or
- the VET course of study ceases to be provided after it has started (for any reason); or
- the full VET course of study has not being delivered because:
  - the approval of the College as a VET Provider has been suspended or revoked;
  - notice is served on the College to cancel its incorporation or to dissolve the College as a legal entity;
  - the College has come under external administration;
  - the College ceases to be a Registered Training Organisation;
  - the secretary of DEEWR makes a declaration that the College has ceased to provide a VET course of study.

In the event that the College 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 another VET Provider without any requirement to pay the other 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 any up-front VET payments for any VET unit of study that the student commences but does not complete because the College 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**".

The College has met the VET tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS).

## **Contact Details for ACPET-ASTAS**

Australian Council for Private Education and Training (ACPET)  
PO Box 551, East Melbourne, Vic 8002  
Ph: 1800 657 644 Fax: (03) 9416 1895  
Email: [acpet@acpet.edu.au](mailto:acpet@acpet.edu.au)

## **Activation of Tuition Assurance Arrangements**

If the College ceases to provide a VET course of study, ACPET will send each eligible student enrolled in the VET course of study a Written VET Tuition Assurance Offer ("the Offer") advising the 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 ACPET of the choice they have made for each affected VET unit of study. ACPET will provide this Offer within twenty business days after it knows, or should know by reasonable enquiries that the College has ceased to provide the VET course of study.

For the purposes of VET FEE-HELP, all courses offered by the College in accordance with the course requirements of clause 45 of Schedule 1A of the *Higher Education Support Act 2003* are covered by ACPET Australian Student Tuition Assurance Scheme as part of the College's membership of the scheme.

A student may choose either:

### **The VET Course Assurance Option**

Under the *VET Course Assurance Option*, a student will be offered a place in a similar VET 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 in a similar VET course of study with another VET Provider. 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 other 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 provider of the alternate VET course of study for any VET units of study successfully completed at the College.

The other provider nominated by ACPET 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 the College ceased to provide but which the student had not yet started studying.

A student is not obliged to enrol in a VET course of study with another provider offered by ACPET under the *VET Course Assurance Option*. However, if they enrol 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 College or to offer any replacement VET units of study free of charge.

**OR**

### **The VET Tuition Fee Repayment Option**

Under the *VET Tuition Fee Repayment Option* ACPET undertakes to pay the student the total of any up-front VET payments already paid by the student for any VET units

of study that the student has commenced but not completed because the College has ceased to provide the VET course of study.

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

### **Publication**

Students will be provided with information at the time of enrolment about the College's *Statement of VET Tuition Assurance*. This *Statement of VET Tuition Assurance* will also be made public by publication on the College's website ([www.benchmark.edu.au](http://www.benchmark.edu.au)). The College's pre-enrolment information will also contain details about where the *Statement of VET Tuition Assurance* may be obtained.