

Higher Education Provider (HEP) Guidelines

Statement of Tuition Assurance

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated Higher Education Provider Guidelines Tabor Adelaide (the First Provider) is required to provide a tuition assurance arrangement for persons, other than overseas students*, who are enrolled in higher education courses it offers. This requirement is to protect students in the event that Tabor Adelaide 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 at:

<http://www.comlaw.gov.au/comlaw/management.nsf/lookupindexpagesbyid/IP200510176?OpenDocument> .

In the event that Tabor Adelaide 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 complete because Tabor Adelaide ceases to provide the course of study of which the unit forms part (this is known as the “**Student Contribution/Tuition Fee Repayment Option**”)

Tabor Adelaide has met the tuition assurance requirements of the HESA through its current membership of the TAFE Directors Australia Tuition Assurance Scheme.

Contact details for the TAFE Directors Australia Tuition Assurance Scheme are:

TAFE Directors Australia
Tuition Assurance Scheme
PO Box 707
Broadway NSW 2007
Australia
Phone: 02 9217 3180
Fax: 02 9281 7335

If Tabor Adelaide ceases to provide a course of study, TDA will send a 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 TDA of the choice they have made for each affected unit. TDA will provide this Offer within twenty *Business Days* after it knows, or should now by reasonable enquiries that the Tabor Adelaide has ceased to provide the course or study.

The courses of study for which Tabor Adelaide has TDA membership are:

Type	Course code	Course Name
Higher Education	AR12	Associate Degree in Arts
	CO12	Associate Degree in Social Science (Counselling)
	YW12	Associate Degree in Social Science (Youth Work)
	TM12C	Associate Degree of Intercultural Studies
	TM12M	Associate Degree of Ministry
	TM12T	Associate Degree of Theology
	AR13	Bachelor of Arts
	TM13C	Bachelor of Intercultural Studies
	TM13M	Bachelor of Ministry
	TM13D	Bachelor of Ministry & Theology
	CO13	Bachelor of Social Science (Counselling)
	YW13	Bachelor of Social Science (Youth Work)
	TM13T	Bachelor of Theology
	TM11M	Diploma in Ministry
	TM47M	Doctor of Ministry
	TM47T	Doctor of Theology
	AR24	Graduate Certificate in Arts
	TM24X	Graduate Certificate in Christian Studies
	CO24	Graduate Certificate in Counselling
	ED24T	Graduate Certificate in Teaching
	AR25	Graduate Diploma in Arts
	TM25X	Graduate Diploma in Christian Studies
	TM25M	Graduate Diploma in Ministry
	ED25T	Graduate Diploma in Teaching
	TM25T	Graduate Diploma in Theology
	CO25	Graduate Diploma of Counselling
	AR36	Master of Arts
	TM36X	Master of Arts in Christian Studies
	CO36	Master of Counselling
	ED36	Master of Education
	TM36M	Master of Ministry
	TM46M	Master of Ministry Studies
TM36T	Master of Theology	

Course code	Course Name
ED13M	Bachelor of Education (Middle School)
ED23P	Bachelor of Education (Primary)
ED13P	Bachelor of Education (Primary)
ED23S	Bachelor of Education (Secondary)
ED13AS	Bachelor of Arts / Bachelor of Education (Secondary)
TM11T	Diploma of Theology
TM11C	Diploma of Intercultural Studies
AR11	Diploma of Arts
ED24E	Graduate Certificate in Education
TM24M	Graduate Certificate in Ministry
TM24T	Graduate Certificate in Theology
ED25E	Graduate Diploma in Education
TM36D	Master of Divinity
AR13C	Bachelor of Arts (Creative Writing)
AR13H	Bachelor of Arts (History)
AR13P	Bachelor of Arts (Philosophy)
AR13T	Bachelor of Arts (TESOL)
AR13E	Bachelor of Arts (English)
AR13M	Bachelor of Arts (Music)

A student may choose either:

The Course Assurance Option:

Under the course assurance option, a student will be offered a place in a similar 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 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 Tabor Adelaide.

The Second Provider nominated by TDA 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 the Tabor Adelaide ceased to provide but which the student had not yet started studying.

A student is not obliged to enrol in a course of study with a Second Provider offered by TDA under the Course Assurance Option. However, if he/she enrolls with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with Tabor Adelaide or to offer replacement/s unit free of charge.

OR

The Student Contribution/Tuition Fee Repayment Option

Under the Student Contribution/Tuition Fee Repayment Option, TDA undertakes to pay the student the total of any up-front payments already paid by the student for any units of study the student has commenced but not completed because the course ceased to be offered. Students selecting this option will also have their SLE or FEE-HELP balance/s re-credited for the uncompleted units.

*See Education Services for Overseas Students Act 2002 for the definition of overseas student.