



## VET Student Loans Policies and Procedures

### VET Tuition Assurance

This procedure sets out the processes and steps associated with Tuition Assurance for courses offered by Patrick's College Australia (PCA), which are approved under VET Student Loans. This policy is compliant with s91 and s92 of the VSL Rules.

#### PURPOSE:

PCA must comply with the VET Tuition Assurance requirements. This is to protect students in the event that we cease to provide a VET course of study in which a student is enrolled. VET Student Loans commenced on 1 January 2017, replacing the VET HEE Help scheme. For students enrolled in courses with PCA that are *not funded through a VET Student Loan*, PCA is a member of a Tuition Assurance Scheme (TAS) with the Australian Council for Private Education and Training (ACPET).

*The Government is responsible for providing a Tuition Assurance guarantee for students who are enrolled in approved VET Student Loans. This arrangement will continue until January 2020, when the Government will introduce new requirements for tuition assurance for VET Student Loans providers. PCA will amend this policy and publish the new policy on its website when tuition assurance requirements change for approved VSL course participants. Due to the Government's responsibility for VSL Tuition assurance, PCA is **exempt** from general tuition assurance requirements for VSL Students until the new system is introduced.*

The meaning of 'ceasing to provide a VET course of study' is set out in the VET *Guidelines* which are available from: [Vet Guidelines 2015](#).

In the event that PCA ceases to provide a VSL approved course of study in which a student is enrolled, *after it starts but before it is completed*, the **CEO** or delegate will action the following:

- within 2 days, PCA will notify students enrolled in the course, in writing, that the course is no longer being provided
- within 7 business days after notifying the students, PCA will hold a meeting with the students and the tuition assurance scheme operator for the course at the location where the course was primarily delivered
- as soon as practicable, PCA will update its website to reflect that the course is no longer being provided and to give tuition assurance information
- give the TAS operator (the Government until otherwise advised) a notice of events as required under s52 of the VSL Rules (information about events that affect provider) and s53 of the VSL Rules (notice and information when course ceases);

Where the Tuition Assurance Provider (The Government) places a student with PCA (and PCA accepts the enrolment) under TAS arrangements as a replacement course:

- The student will be subject to PCA's standard entry procedure requirements
- The student shall be granted course credits for parts of the original course successfully



completed by the student, as evidenced by a statement of attainment issued in accordance with the Australian Qualification Framework; and

- The student will not be charged tuition fees for a replacement component of the replacement course by PCA.