



Statement of Tuition Assurance (Higher Education Courses)

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated Higher Education Provider Guidelines, SAE Institute Pty Ltd (trading as SAE Institute and Qantm College) 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 SAE Institute Pty Ltd 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 SAE Institute Pty Ltd 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 SAE Institute Pty Ltd ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

SAE Institute Pty Ltd has met the 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 are:

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
Website: www.acpet.edu.au

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

The courses of study for which SAE Institute Pty Ltd has the ACPET-ASTAS membership are:

- Diploma of Audio Production
- Diploma of Film Production
- Bachelor of Audio Production
- Bachelor of Film Production
- Bachelor of Applied Multimedia
- Bachelor of Creative Media
- Bachelor of Interactive Entertainment
- Master of Digital Games Leadership
- Master of Digital Media Leadership

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 ACPET. If the student accepts this option, ACPET 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 SAE Institute Pty Ltd.

The Second Provider nominated by ACPET 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 SAE Institute Pty Ltd 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 ACPET 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 SAE Institute Pty Ltd 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, ACPET 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.

Publication

The method this *Statement of Tuition Assurance (Higher Education Courses)* will be made public to students will be on SAE Institute Pty Ltd's websites (www.sae.edu and www.qantmcollege.edu.au). SAE Institute Pty Ltd will also advise students about where the *Statement of Tuition Assurance (Higher Education Courses)* may be obtained from as part of their enrolment information.