



INVESTMENT BANKING INSTITUTE
BUSINESS SCHOOL

Statement of Tuition Assurance

policy@ibibs.edu.au

www.ibibs.edu.au

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TEQSA Higher Education Provider Number. PRV12188

Statement of Tuition Assurance

1.0 Overview

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated Higher Education Provider Guidelines Investment Banking Institute Business School Pty Ltd (“IBIBS”) is required to provide a tuition assurance arrangement for persons, other than international students (as defined by the *Education Services for Overseas Students Act 2000*), who are enrolled in higher education courses it offers. This requirement is to protect students in the event that IBIBS 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 which can be found at:

<http://www.comlaw.gov.au/Series/F2012L02136>.

In the event that IBIBS 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 completed because IBIBS ceases to provide the course of study of which the unit forms part. This is known as the “**Student Contribution/Tuition Fee Repayment Option**”.

IBIBS has met the tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training Australian Student Tuition Assurance Scheme (“ACPET ASTAS-HE”).

Contact Details for ACPET:

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

The higher education courses of study for which IBIBS has ACPET ASTAS-HE membership is:

- Bachelor of Investment Banking
- Associate Degree of Finance
- Diploma of Commerce

2.0 Activation of Tuition Assurance Arrangements

If IBIBS ceases to provide a higher education course of study, ACPET will send each eligible 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 know by reasonable enquiries that IBIBS has ceased to provide the course of study.

A student may choose either:

2.1 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 a 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 IBIBS.

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 that IBIBS 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 they enrol with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with IBIBS or to offer any replacement units free of charge.

OR

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

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

3.0 Publication

This *Statement of Tuition Assurance* will be published on IBIBS website (www.ibibs.edu.au). IBIBS's enrolment information will also contain details about where the *Statement of Tuition Assurance* may be obtained.

4.0 Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	Feb 2012	Application for FEE-HELP
2.0	Executive Management Committee	6 March 2013	Adoption of QAF

Document owner: Managing Director

5.0 Review Date

The next review date for this Policy and/or Procedure is 3 years from the last Approval date set out above.