



Statement of Tuition Assurance

Policy Area: Governance

Approval: Chairperson, Board of Directors

Signature:

Date:

BACKGROUND

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated HEP Guidelines Sheridan Institute of Higher Education (the First Provider) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect a student in the event that Sheridan 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.

(http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm).

In the event that Sheridan 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 Replacement Provider without any requirement to pay the Replacement Provider any student contribution or tuition fee for any replacement units. If Sheridan is unable to provide a course of study, the student will be contacted by the most appropriate or convenient of the Replacement Providers, which will make all of the arrangements necessary (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 Sheridan ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**").

If Sheridan ceases to provide a course of study, the Executive Principal of Sheridan 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 the Executive Principal of Sheridan of the choice they have made for each affected unit. The Executive Principal of Sheridan will provide this offer within 20 business days after it knows, or should know by reasonable enquiries, that Sheridan has ceased to provide a course of study.

THE COURSE ASSURANCE OPTION

Sheridan has Course Assurance agreements in place with the following Replacement Providers:

Higher Education Institution	State	Affiliation
Alphacrucis College	NSW / WA	ACHEA
Christian Heritage College	Qld	ACHEA
Eastern College	Vic	ACHEA
Excelsia College	NSW	ACHEA

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Morling College	NSW	ACHEA
Stanley College	WA	Independent
Tabor College Adelaide	SA	ACHEA

If Sheridan is unable to provide a course of study, one of the Replacement Providers listed above would make all the arrangements necessary to ensure that a student enrolled in that course of study is able to enrol in a similar course of study with a Replacement Provider.

If a student accepts a place in a course offered by a Replacement Provider named above he/she will receive full credit for units of study completed towards the same or comparable qualification with the Replacement Provider without any requirement to pay the Replacement Provider any student contribution or tuition fee for any replacement units.

The Replacement Provider 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 Sheridan ceased to provide.

A student is not obliged to enrol in an offered course of study with a Replacement Provider 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 Sheridan or to offer a replacement/s unit free of charge.

STUDENT CONTRIBUTION/TUITION FEE REPAYMENT OPTION

Under the Tuition Protection Service, students have the option to receive a refund or loan re-credited of their tuition fees. For information concerning this option see:

- Tuition Protection for International Providers
<https://www.dese.gov.au/tps/tuition-protection-international-providers>
- Higher Education Providers Tuition Protection Service –
<https://www.dese.gov.au/tps/higher-education-providers-tuition-protection-service>

In addition to the options listed above, Sheridan offers a Financial Guarantee from Australian Baptist Education Inc. If a student chooses the Student Contribution/Tuition Fee Repayment Option, Australian Baptist Education 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. Students selecting this option will also get their TFA balances re-credited for uncompleted units.

APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title:	Statement of Tuition Assurance
Original Source Documents:	Australian College of Theology Statement of Tuition Assurance
Associated Internal Documents:	SIHE Course Discontinuation Policy QBC Financial Guarantee
Associated External Documents:	Tuition Protection for International Providers https://www.dese.gov.au/tps/tuition-protection-international-providers Higher Education Providers Tuition Protection Service - https://www.dese.gov.au/tps/higher-education-providers-tuition-protection-service
Authorised Officer:	Chairperson, Board of Directors
Approved by:	Board of Directors
Date of Approval:	13 Oct 2021
Assigned Review Period:	1 year
Date of Next Review:	Before Dec 2022

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	15 May 2012	N/A	Draft prepared for Vose College and Sheridan College
1.00	28 Feb 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 4.2.1b Admissions Policy
1.01	09 Oct 2015	Chairperson, Board of Directors	The phrase "Following successful course accreditation and community recognition..." was added to the opening sentence under The Course Assurance Option heading.
1.02	30 May 2019	Chairperson, Board of Directors	Course Assurance description changed including: replacing "community recognition" with a reference to the ASTAS requirement for 2 years' revenue from student tuition; adding reference to the College's articulation partners.
2.00	13 Oct 2021	Chairperson, Board of Directors	Updated following annual review