

Statement of Tuition Assurance

- 1 The Health Education and Training Institute (**HETI**) ABN 81 914 196 002 must meet tuition assurance requirements for persons, other than overseas students,¹ who are enrolled in the higher education courses offered by HETI. This is to protect students in the event HETI ceases to provide a course of study in which a student is enrolled.
- 2 HETI must comply with the *Higher Education Support Act 2003* (the Act) and chapter 2 of the *Higher Education Provider Guidelines 2012* (the Guidelines), under which the requirements for tuition assurance are made. The meaning of 'ceasing to provide a course of study' is set out in the Guidelines which are available from: <http://www.comlaw.gov.au/Series/F2012L02136>.
- 3 If HETI ceases to provide a course of study, HETI or its successor (or in the event of its non-succession the Health Administration Corporation) will send the 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 HETI of the choice they have made for each affected unit of study. HETI will provide this Offer within twenty business days after the cessation of the course of study.
- 4 **Options:** In the event HETI ceases to provide a course of study in which a student is enrolled, the student is entitled to a choice of either:

- 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 the student's up-front payments and/or re-crediting of any FEE-HELP balance for any unit of study that the student commences but does not complete because HETI ceases to provide the course of study of which the unit forms part (this is known as the '**Tuition Fee Repayment Option**').
- 5 HETI is a Statutory Health Corporation established under the *Health Services Act 1997 (NSW)*. It is a NSW Health entity and, as such, its assets and liabilities are guaranteed by the Crown. HETI is subject to a Services Agreement with the Secretary of the Ministry of Health under which HETI must deliver services, including higher education, in order to secure funding. HETI undertakes that all best endeavours will be made to avoid circumstances whereby HETI's ability to deliver its courses could be compromised.

6 Further details on Options

a) Course Assurance Option

Under the course assurance option, a student will be offered a place in a similar course of study with a second provider, as nominated by HETI. If the student accepts this option, HETI will make all necessary arrangements to ensure the 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

¹ See Education Services for *Overseas Students Act 2002* for the definition of overseas student.



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 HETI.

The second provider may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for units of study that were part of the course of study HETI 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 under the Course Assurance Option. However, if the student chooses to enrol with another Higher Education Provider that is not the second provider, there is no obligation on that provider to offer full credit transfer for the units of study completed with the first provider or to offer replacement unit/s free of charge.

b) Tuition Fee Repayment Option

Under the tuition fee repayment option, HETI will reimburse the student for 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 FEE-HELP balance re-credited for the uncompleted units.

7 Publication and variations

This Statement of Tuition Assurance will be provided to the students as part of the enrolment information and will be published on our website at www.heti.edu.au.

Any variations or updates to the Statement will be published on the website.

8 Contact details for Tuition Assurance arrangements

Health Education and Training Institute (HETI) Higher Education
Locked Bag 7118
North Parramatta NSW 2124
Website: [http://www.heti.edu.au/](http://www.heti.edu.au) Email: info@heti.edu.au
Phone Number: (02) 9840 3833