

	STATEMENT OF TUITION ASSURANCE
Document Type	Responsibility plan
Administering Entity	Dean of Studies / Director of Operations
Latest Amendment /Approval Date	October 2017
Approval Authority	Institute Board
Indicative time of Review	Biennially (October 2019)
Responsibility for review	Campion Executive Committee
DOCUMENT ID: ACDPOL020	VERSION: 3.0
CUSTODIAN: Dean of Studies / Director of Operations	AUTHORISED BY: President
Related Documents	<ul style="list-style-type: none"> • Deed of Course Assurance • Teach-Out-Policy

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated HEP Guidelines Campion College Australia (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 Campion College Australia 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 Campion College Australia 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 Campion College Australia 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 Campion College Australia ceases to provide a course of study, the Deputy Vice-Chancellor, Sydney of the University of Notre Dame Australia 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 Deputy Vice-Chancellor, Sydney of the choice they have made for each affected unit. The Deputy Vice-Chancellor, Sydney will provide this offer within 20 business days after he or she knows, or should know by reasonable enquiries, that Campion College Australia has ceased to provide a course of study.

The Course Assurance Option

Campion College Australia has met the course assurance option requirement of the HESA through a Deed of Course Assurance with the Second Provider listed below. If Campion College

Australia is unable to provide a course of study the Second Provider will 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 that Second Provider.

The following alternative course/s of study will be offered in the event that Campion College Australia is unable to deliver its higher education course(s):

<i>Campion College Australia (First Provider) course</i>	<i>Qualification to which Campion College Australia's (First Provider) course leads</i>	<i>Course of Study offered by the University of Notre Dame Australia (Second Provider) as a replacement</i>	<i>Qualification to which the University of Notre Dame Australia (Second Provider) course of study leads</i>
Bachelor of Arts in the Liberal Arts	Bachelor of Arts	Bachelor of Arts	Bachelor of Arts

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

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 which were part of the course of study the Campion College Australia ceased to provide.

A student is not obliged to enrol in an offered course of study with a Second 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 Campion College Australia or to offer a replacement/s unit free of charge.

The date until which the agreed Course Assurance arrangements apply is 1 March 2008. The arrangements will be renegotiated, or alternative arrangements put in place, prior to this time expiring.

Student Contribution/Tuition Fee Repayment Option

Campion College Australia has met the Student Contribution/Tuition Fee Repayment Option requirement through a Repayment Deed of Guarantee with Campion Foundation Limited.

If a student chooses the Student Contribution/Tuition Fee Repayment Option, Campion Foundation Limited 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 SLE or FEE-HELP balances re-credited for uncompleted units.