



## SYDNEY FILM SCHOOL

Name	Statement of VET Tuition Assurance		
What is the purpose of this policy?	To advise students that Sydney Film School (SFS) is party to an approved tuition assurance scheme.		
Version	#6	Next review	July 2017
What law applies?	Higher Education Support Act 2003 VET Guidelines Vet Student Loan Rules		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Students	Principal Executive Officer Managing Director Compliance Officer	

### Procedure

1. Under the provisions of Schedule 1A of the Higher Education Support Act 2003 (HESA); Chapter 3 of the *VET Guidelines* and Part 6 of the *VET Student Loan Rules*, Sydney Film School Pty Ltd ABN: 50 106 693 190 ACN: 106 693 190 (SFS) must comply with the VET Tuition Assurance requirements. This is to protect students in the event that SFS ceases to provide a VET course of study in which a VET student is enrolled. When a VET course has 'ceased to be provided' is set out in the *VET Guidelines* and the *VET Student Loan Rules*. A copy of these are available from:
 

<http://www.comlaw.gov.au/Series/F2012L02569>

<https://www.legislation.gov.au/Details/F2016L02030>
2. In the event that SFS ceases to provide a VET course of study in which a VET student is enrolled the VET student is entitled to a choice of:
  - a) an offer of a place in a similar VET course of study with a Second Provider without any requirement to pay the Second Provider any VET tuition fee for any replacement or VSL units (this is known as the "VET Course Assurance Option");

**OR**

  - b) a refund of their up-front VET tuition fee payments and/or a re-crediting of any VET balance for any VET unit of study that the VET student

was enrolled or commences but does not complete because SFS ceases to provide the VET course of study of which the unit forms part (this is known as the "VET Tuition Fee Repayment Option")

3. SFS has met the VET tuition assurance requirements as specified in the *VET Guidelines* and VSL Rules through its current membership of the ACPET Australian Student Tuition Assurance Scheme (ASTAS). Contact details for ACPET are:

Level 1, 66 Berry Street  
North Sydney NSW 2060  
1800 657 644 (toll-free in NSW)  
(02) 9922 1124  
Fax: (02) 9922 6042  
nsw@acpet.edu.au

4. If SFS ceases to provide a VET course of study, ACPET will send a VET student enrolled in the VET course of study a Written VET Tuition Assurance Offer (the Offer) advising the VET student of the options available under the VET tuition assurance requirements. The Offer will include directions that the VET student must follow in order to notify ACPET of the choice they have made for each affected VET unit. ACPET will provide this Offer within twenty Business Days after it knows, or should know by reasonable enquiries that the SFS has ceased to provide the VET course of study.
5. For the purposes of VET FEE-HELP and VET Student Loans, all courses offered by SFS in accordance with the course requirements of clause 45 of Schedule 1A of the Higher Education Support Act 2003 are covered by the ASTAS as part of SFS's membership of ASTAS.
6. A VET student may choose either:

**The VET Course Assurance Option:**

7. Under the VET course assurance option, a VET student will be offered a place in a similar VET course of study by ACPET. If the VET student accepts this option, ACPET will make all necessary arrangements to ensure a VET student is able to enrol with the Second Provider in the similar VET course of study. This offered VET course will lead to the same or a comparable qualification without any requirement on the part of the VET student to pay the Second Provider any VET tuition fee for any replacement VET units (that is, units that the VET student had commenced but not completed because the VET course ceased to be offered). A VET student will receive full credit from the Second Provider for any VET units of study successfully completed at SFS.
8. The Second Provider nominated by ACPET may have different VET tuition fees to the fees the VET student would have paid for VET units of study which were part of the VET course of study the SFS ceased to provide but which the VET student had not yet started studying.

9. A VET student is not obliged to enrol in a VET course of study with a Second Provider offered by ACPET under the VET Course Assurance Option. However, if he/she enrolls with any other VET provider there is no obligation on that VET provider to offer full credit transfer for the VET units of study completed with the SFS or to offer replacement VET unit/s free of charge.

**OR**

**The VET Tuition Fee Payment Option:**

10. Under the VET Tuition Fee Repayment Option, ACPET undertakes to pay the VET student the total of any up-front VET payments already paid by the VET student for any VET units of study the VET student has commenced but not completed because the VET course ceased to be offered. VET students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

**Publication**

The Statement of VET Tuition Assurance will be made public to VET students on SFS's website ([www.sydneyfilmschool.com/applications/student-guides-policies.aspx](http://www.sydneyfilmschool.com/applications/student-guides-policies.aspx)). SFS will also advise VET students where the Statement of VET Tuition Assurance may be obtained from as part of their enrolment information.

**Version Control**

Approved by	Version #	Date
Management Committee	2	9 July 2009
Management Committee	3	19 October 2013
Education Operations Interface	4	29 May 2015
Policy and Procedure Committee	5	15 April 2016
Policy and Procedure Committee	6	9 Feb 2016