



STATEMENT OF TUITION ASSURANCE for higher education courses of study

Under the provisions of the *Higher Education Support Act 2003* (HESA) and its associated Higher Education Provider Guidelines Jazz Music Institute ("JMI") is required to provide a tuition assurance arrangement for persons, other than international students¹, who are enrolled in higher education courses it offers. This requirement is to protect students in the event that JMI ceases to provide a course of study in which a student is enrolled.

A course of study is taken to have ceased if:

- the course does not commence on the agreed starting date or a later date that has been agreed between JMI and the enrolled students; or
- the course ceases to be provided after it has started (for any reason); or
- the full course has not being delivered because a sanction has been imposed on JMI

The full definition 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/comlaw/management.nsf/lookupindexpagesbyid/IP200510176?OpenDocument>

In the event that JMI 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 another higher education provider without any requirement to pay the other provider any student contribution or tuition fee for any replacement units. This is known as the "**Course Assurance Option**";

or

- b) a refund of payments for any unit of study that the student has not commenced or the student has not completed because JMI has ceased to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

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

Contact Details for ACPET-ASTAS

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

¹ As defined by the Education Services for Overseas Student Act 2000



The higher education course of study for which JMI has ACPET-ASTAS membership is:

- Bachelor of Music in Jazz Performance

Activation of Tuition Assurance Arrangements

If JMI 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 JMI has ceased to provide the course of study.

A student may choose either:

The Course Assurance Option

If a student accepts a place in an alternate course offered by ACPET, ACPET will offer the student the option of ACPET making all necessary arrangements to ensure a student is able to enrol in a similar course of study with another higher education provider. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the other provider any student contribution or tuition fee for any replacement units. A student will receive full credit from the provider of the alternate course for any units of study successfully completed at JMI.

The other 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 JMI ceased to provide.

A student is not obliged to enrol in a course of study with another 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 JMI or to offer any replacement units free of charge.

OR

The Student Contribution/Tuition Fee Repayment Option

If a student chooses the *Student Contribution/Tuition Fee Repayment Option* ACPET undertakes to pay the student the balance of any up-front payments already paid by the student for any units of study that the student has not completed because JMI has ceased to provide the course of study.

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



Publication

This *Statement of Tuition Assurance* will be published on the Jazz Music Institute web site (www.jazz.qld.edu.au). JMI's pre-enrolment information will also contain details about where the *Statement of Tuition Assurance* may be obtained.

Version Control

Document: Statement of Tuition Assurance		
Approved by: CEO	Ver: #2	Date: 20 September 2011
Reviewed by: Board of Directors	Review Date:	November 2014