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## TUITION ASSURANCE POLICY (INTERNATIONAL STUDENTS)

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<b>POLICY TITLE:</b>	TUITION ASSURANCE POLICY (INTERNATIONAL STUDENTS)
<b>POLICY NUMBER:</b>	WIP0910 - 013
<b>RESPONSIBILITY:</b>	MANAGER STUDENT ADMINISTRATION

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The West Australian Institute of Further Studies “WAIFS” (the First Provider) is required under the *ESOS Act 2000* to provide a tuition assurance arrangement for overseas students who are enrolled in VET courses which it offers. This policy does not apply to local students.

This requirement is to protect overseas students in the event that WAIFS ceases to provide a course of study in which a student is enrolled.

WAIFS has met the tuition assurance requirements of the *ESOS Act 2000* through its membership of the Australian Government’s Tuition Protection Service (TPS) which is a placement and refund service for international students. The TPS is like an insurance cover that aims to place students in an alternative course and offer pro-rata refund on unused portions of their tuition fees.

In the event that WAIFS 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 with the balance of unspent tuition fees being transferred to the Second Provider (the course placement option)

OR, in the event a student cannot find an alternative course placement option

- (b) The student will be eligible to request a refund of unexpended pre-paid tuition fees from the TPS and will be required to comply with any relevant immigration requirements (the tuition fee repayment option)

Further information about the TPS can be found at:

<https://tps.gov.au/StaticContent/Get/StudentInformation>

If WAIFS ceases to provide a course of study, and is not in a position to refund the tuition fees, WAIFS will notify the TPS Director within three business days of the default (or intention to default) and will have 14 days to satisfy its tuition protection obligations to current students. At the end of the 14 days, WAIFS will have a further 7 days to advise the TPS Director of the outcome.

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A student may choose either:

**The Course Placement Option:**

Under the course assurance option, a student will be able to select a similar course of study and enrol with the Second Provider, subject to meeting the Second Provider's entry requirements and paying the balance of unexpended fees that are transferred by WAIFS via the TPS. A student will receive full credit from the Second Provider for any equivalent units of study successfully completed at WAIFS.

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 WAIFS ceased to provide but which the student had not yet stated studying.

A student is not obliged to enrol in a course of study with a Second Provider, and there is no obligation on that provider to offer full credit transfer for the units of study completed with WAIFS or to offer replacement unit(s) free of charge.

**OR**

**The Tuition Fee Repayment Option**

If WAIFS is unable to fully satisfy its obligations to current students, the TPS will provide the student with access to an online placement facility and assistance from the TPS Administrator. Providers with available capacity in that course category will be listed by course on this online facility. The TPS Director will give students a period of time (usually 30 days) in which to choose an alternative course.

Should the student be unable to select a course during this period of time, he/she will be eligible to request a refund of unexpended pre-paid tuition fees from the TPS, and will be required to comply with any relevant immigration requirements.

**FURTHER INFORMATION**

A useful pdf download on "The TPS Overview – how does it work for international students?" is available at: <https://tps.gov.au/Content/Downloads/Students%20overview%20KCF.pdf>

For information relating to the **TPS online placement system** or the **TPS Website** please contact: [administrator@a.tps.gov.au](mailto:administrator@a.tps.gov.au)

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