
COURSE AND TUITION ASSURANCE

Preamble

Commonwealth and South Australian legislation requires that providers have in place arrangements for tuition and course assurance. This is to ensure that students receive the education or training for which they have paid should Adelaide College of Divinity be unable to continue offering that education or training.

Legislation/Standards

Higher Education Support Act 2003 and Higher Education Provider Guidelines

South Australian Training and Skills Development Act 2008

National Protocols and Guidelines for Higher Education Accreditation and Registration

AQTF Standards for Registered Training Organisations

Delegations

The ACD Board has delegated to the ACD Executive Officer responsibility for ensuring that the ACD meets course and tuition assurance required by Commonwealth and South Australian legislation.

Approvals

This document was approved by the ACD Board/ACD President on 3 November 2004 and updated on 2 April 2007, 14 August 2007, 15 January 2008 and 17 January 2011.

ACD Course and Tuition Assurance

1. This statement is given to all new students enrolling in ACD courses. It is published in the annual *ACD Campus Orientation Manual* and on the ACD website at www.acd.edu.au.
2. The ACD is a member of ~~two~~ a tuition assurance schemes administered by the Australian Council for Private Education and Training (ACPET), the Australian Student Tuition Assurance Scheme (ASTAS).¹
3. Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated Higher Education Provider (HEP) Guidelines Adelaide College of Divinity (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 students in the event that Adelaide College of Divinity 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
(www.deewr.gov.au/HigherEducation/Resources/HESupportAct2003Guidelines/Pages/HEProviderGuidelines.aspx).
4. In the event that Adelaide College of Divinity 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 Adelaide College of Divinity ceases to provide the course of study of which the unit forms part (this is known as the *Student Contribution/Tuition Fee Repayment Option*).
5. Adelaide College of Divinity 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). ACPET can be contacted by telephone on 1800 774 176 or through the South Australian Office 08 8221 5190, located at Level 1, 44 Currie Street, Adelaide.
6. If Adelaide College of Divinity ceases to provide a course of study, ACPET 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 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 now by reasonable enquiries that the Adelaide College of Divinity has ceased to provide the course or study.
7. The courses of study for which Adelaide College of Divinity has ACPET ASTAS membership are:

VET courses	Certificate I in Ministry
	Certificate II in Ministry
	Certificate III in Christian Life and Ministry
	Certificate III in Ministry
	Certificate IV in Christian Life and Ministry
	Certificate IV in Ministry
	Diploma of Christian Life and Ministry
	Diploma of Pastoral Ministry
Higher Education courses	Diploma of Ministry
	Associate Degree of Ministry
	Bachelor of Ministry
	Graduate Diploma in Ministry
	Graduate Diploma in Resource Ministry
	Master of Ministry
	Doctor of Ministry

¹ A full statement of ACPET course assurance arrangements may be found in the Australian Council for Private Education and Training By Laws. A copy of these By Laws is available from the ACD Executive Officer.

8. A student may choose either:

(a) *The Course Assurance Option*

If a student accepts a place in a course offered by ACPET as named above, 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 a Second Provider. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay that Second Provider any student contribution or tuition fee for any replacement units. A student will receive full credit from the Second Provider for any units of study successfully completed at Adelaide College of Divinity.

The Second 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 the Adelaide College of Divinity ceased to provide.

A student is not obliged to enrol in a course of study with a Second Provider offered by ACPET 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 the Adelaide College of Divinity or to offer a replacement/s unit free of charge.

OR

(b) *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 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 FEE-HELP balance/s re-credited for uncompleted units.