

## Higher Education Provider (HEP) Guidelines

### 'Statement of Tuition Assurance'

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated HEP Guidelines Holmes Institute (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 Holmes Institute 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](http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm)).

In the event that Holmes Institute 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 Holmes Institute ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

Holmes Institute 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), Suite 101, Level 1, 6 Wellington Parade, East Melbourne 3002. Phone (03) 9416 1355

If Holmes Institute 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 Holmes Institute has ceased to provide the course or study.

The course/s of study for which Holmes Institute has ACPET ASTAS membership is/are:

<b>Holmes Institute (The First Provider) Course</b>	<b>Qualification to which Holmes Institute's Course Leads</b>
Bachelor of Business	Bachelor Degree
Bachelor of Professional Accounting	Bachelor Degree
Graduate Diploma in Business	Postgraduate Diploma
Master of Business Administration	Masters Degree

A student may choose either:

**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 Holmes Institute.

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 Holmes Institute 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 Holmes Institute or to offer a replacement/s unit 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 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 SLE or FEE-HELP balance/s re-credited for uncompleted units.