

## **TUITION ASSURANCE PROCEDURES FOR APPROVED COURSES**

### **Definitions**

**Approved Course:** refers to a course that has been approved for eligible students to use a VET student loan to pay for all or part of their Tuition Fees.

**The Rules:** refers to the *VET Student Loans Rules 2016*.

### **1. When Forsythes Training ceases to provide an Approved Course**

If for any reason Forsythes Training ceases to provide an Approved Course after it starts but before it is completed then Forsythes Training will:

- (a) within 2 days of ceasing to provide the Approved Course, notify students enrolled in the Approved Course, in writing, that the Approved Course is no longer being provided;
- (b) within 7 business days after notifying the students, hold a meeting with the students and the tuition assurance scheme operator for the Approved Course at the location where the Approved Course was primarily delivered;
- (c) as soon as practicable, update Forsythes Training website to reflect that the Approved Course is no longer being provided and to give tuition assurance information;
- (d) give the tuition assurance scheme operator notice of events as required under sections 52 (information about events that affect provider) and 53 (notice and information when course ceases) of the Rules;
- (e) as soon as practicable after receiving notice from the operator required under subsection 73(2) (notice that a student's FEE-HELP balance must be re-credited) re-credit the student's FEE-HELP balance..

### **2. When Forsythes Training provides a replacement course**

When Forsythes Training provides a replacement course under a tuition assurance arrangement Forsythes Training will ensure that each student enrolled in the replacement course:

- (a) is granted course credits for parts of the original course successfully completed by the student, as evidenced by a statement of attainment issued in accordance with the Australian Qualification Framework; and
- (b) is not charged tuition fees for a replacement component of the replacement course.

### **3. Publication**

This document is made available to students and persons seeking to enrol with Forsythes Training by publication on the website: [www.forsythestraining.com.au](http://www.forsythestraining.com.au).