

## ADELAIDE COLLEGE OF DIVINITY INC

### Tuition and Course Assurance Statement – General Information for Students

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#### 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 the provider be unable to continue offering that education or training.

#### Legislation/Standards

Higher Education Support Act 2003 and Higher Education Provider Guidelines

Education Services for Overseas Students (ESOS) Act 2000 and ESOS Regulations

South Australian Training and Skills Development Act (2003) and Guidelines for Higher Education Accreditation and Registration

AQTF Standards for Registered Training Organisations

National Code of Practice for Registration Authorities and Providers of Education to Overseas Students

#### 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 revised approved on 2 April 2007, 14 August 2007 and 15 January 2008.

#### ACD Tuition and Course 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](http://www.acd.edu.au).
2. The ACD is a member of two tuition assurance schemes administered by the Australian Council for Private Education and Training (ACPET). These are the Australian Student Tuition Assurance Scheme (ASTAS) and the Overseas Student Tuition Assurance Scheme (OSTAS).<sup>1</sup>

#### Australian Students

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.backingaustraliasfuture.gov.au/guidelines/hep\\_guide.htm](http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm)).
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*);

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<sup>1</sup> 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.

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).
  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:
    - Certificate I in Ministry
    - Certificate II in Ministry
    - Certificate III in Ministry
    - Certificate IV in Ministry
    - Diploma of Pastoral Ministry
    - Associate Degree of Ministry
    - Bachelor of Ministry
    - Graduate Diploma in Ministry
    - Graduate Diploma in Resource Ministry
    - Master of Ministry
    - Doctor of Ministry
  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.

## **Overseas Students**

9. The ACD's membership of the ACPET OSTAS will ensure that overseas students enrolled in ACD courses will have the following course assurance. Should the ACD cease to be able to provide a course of study, ACPET will offer the student placement in a similar course of study with another Australian education provider and the student will receive full recognition (that is full credit towards the same or a comparable qualification) from the second provider for any successfully completed units of study undertaken as part of that course of study with the ACD. The ACD or the holder of the student's prepaid tuition fees will be required to account to the new provider for any tuition fees held on behalf of that student.
10. The courses of study for which Adelaide College of Divinity has ACPET OSTAS membership are:
  - Certificate I in Ministry
  - Certificate II in Ministry
  - Certificate III in Ministry
  - Certificate IV in Ministry
  - Diploma of Pastoral Ministry
  - Associate Degree of Ministry
  - Bachelor of Ministry