

STATEMENT OF TUITION ASSURANCE

In accordance with the *Higher Education Support Act 2003* and its associated guidelines, Think: Colleges is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in the higher education courses it offers. This requirement is to protect students in the event that Think: Colleges ceases to provide a course of study in which the student is enrolled.

A course of study is taken to have ceased if:

- the course does not commence on the agreed starting date or a later date that has been agreed between Think: Colleges and the enrolled students; or
- the course ceases to be provided after it has started (for any reason); or
- the full course has not been delivered because a sanction has been imposed on Think: Colleges

The full definition of 'ceasing to provide a course of study' is set out in the HEP Guidelines, which can be found at: http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm

In the event that Think: Colleges 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 another higher education provider without any requirement to pay the other provider any student contribution or tuition fee for any replacement units (this is known as the "Course Assurance Option");

or

b) a refund of any payments made for any unit of study that the student does not complete because the Institution ceases to provide the course of study of which the unit forms part (this is known as the "Student Contribution/Tuition Fee Repayment Option")

Think: Colleges meets the tuition assurance requirements through its current membership of the Australian Student Tuition Assurance Scheme (ASTAS) operated by the Australian Council for Private Education and Training (ACPET).

Contact Details for ACPET

Australian Council for Private Education and Training (ACPET)
PO Box Q1076, QVB Post Office, Sydney NSW 1230
Ph: 1800 657 644 Fax: 02 9264 4550
Email: acpet@acpet.edu.au

The courses of study for which Think: Colleges has made tuition assurance arrangements for its higher education programs are:

- Associate Degree in Communication Design
- Associate Degree in Multimedia Design
- Associate Degree in Hospitality Management
- Bachelor of Business (Public Relations)
- Bachelor of Business (Advertising)
- Bachelor of Business (Marketing)
- Bachelor of Applied Design (Communication)
- Bachelor of Applied Design (Branded Environment)
- Bachelor of Applied Design (Digital Media)
- Bachelor of Business (Hospitality Management)
- Bachelor of Business (Tourism Management)
- Bachelor of Business (Event Management)

This *Statement of Tuition Assurance* will be provided to current and prospective students in the Student Handbook and on our website <http://www.billyblue.com.au/Design-Fee-Help/default.aspx>

The Think: Colleges enrolment form will also contain information for students about where the Statement of Tuition Assurance may be obtained.

Activation of Tuition Assurance Arrangements

In the event Think: Colleges, as a participating ASTAS member, ceases to provide a higher education course of study in which Australian students or Australian permanent humanitarian visa holders are enrolled, ACPET will activate the ASTAS.

Once the ASTAS is activated, ACPET will send each eligible 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 know by reasonable enquiries that Think: Colleges has ceased to provide the course of study.

A student may choose either:

The Course Assurance Option

If a student accepts a place in an alternate course offered by ACPET, 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 another higher education provider. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the other 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 Think: Colleges.

The other 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 that were part of the course of study that Think: Colleges ceased to provide.

A student is not obliged to enrol in a course of study with another provider offered by ACPET under the Course Assurance Option. However, if they enrol with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with Think: Colleges or to offer any replacement units 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 amounts already paid by the student for any units of study that the student has not completed.

Students selecting this option who have incurred a FEE-HELP debt for uncompleted units will get their FEE-HELP balance re-credited for those uncompleted units.