

STATEMENT OF VET TUITION ASSURANCE AND RELATED PROCEDURES

- 1 SELMAR Holdings Pty Ltd ABN: 31 111 455 451 ACN: 111 455 451 complies with the VET Tuition Assurance requirements. This is to protect students in the event we cease to provide a VET course of study in which a student is enrolled.
 - 2 These requirements are covered under Part 4, division 4 – tuition assurance of the VET Students Loans Act 2016, Part 7, division 1, subdivision J – tuition assurance of VET Student Loans Rules 2016.
 - 3 In the event we cease to provide a VET course of study in which a student is enrolled, the student is entitled to a choice of:
 - an offer of a place in a similar VET course of study with a second provider without any requirement to pay the second provider any tuition fee for any replacement VET units (this is known as the ‘VET Course Assurance Option’)
- OR
- a refund of the student’s up-front VET tuition fee payments and/or a re-crediting of any FEE-HELP balance for any VET unit of study in which the student is enrolled or commences but does not complete because we cease to provide the VET course of study of which the unit forms part (this is known as the ‘VET Tuition Fee Repayment Option’).
 - 4 We have met the VET tuition assurance requirements, as specified in the *VET Student Loans Rules*, through current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (the Scheme). Contact details for ACPET (TAS Administrator) are:
 - 5 Australian Council for Private Education and Training (ACPET)
Website: www.acpet.edu.au
Email: acpet@acpet.edu.au
Phone Number: 1800 657 644
 - 6 If we cease to provide a VET course of study;
 - Within 2 days SELMAR will notify students enrolled in the course, in writing, that the course is no longer provided.
 - Within 7 business days, after notifying the students hold a meeting with the students and the TAS administrator on the delivery campus.
 - As soon as practicable SELMAR will update our website to reflect that the course is no longer being provided.
 - Notify our TAS Administrator ACPET of all relevant matters as required under the Rules
 - ACPET will send students enrolled in the VET course of study a written VET Tuition Assurance Offer (the Offer) advising students of the options available to them. The Offer will include directions that the student must follow in order to notify the TAS Administrator of the choice they have made for each affected VET unit. The TAS Administrator will provide this



Offer within twenty business days after it knows, or should know by reasonable enquiries that we have ceased to provide the VET course of study.

- 7 For the purposes of VET Student Loan, all courses offered by us, in accordance with the course requirements of Part 4, division 4 – tuition assurance of the VET Student Loans Act 2016, are covered by the Scheme as part of our membership of the Scheme.
- 8 Should we be unable to offer a VET course of study students will be able to choose from one of the following options - either:
 - the VET Course Assurance Option
 - the VET Tuition Fee Repayment Option

These options are explained below.

The VET Course Assurance Option

- 9 Under the VET course assurance option, a student will be offered a place in a similar VET course of study by ACPET. If the student accepts this option, ACPET will make all necessary arrangements to ensure the student is able to enrol with the second provider in a similar VET course of study. This offered VET course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the second provider any tuition fee for any replacement VET units (that is, units that the student had commenced but not completed because the VET course ceased to be offered). Students will receive full credit from the second provider for any VET units of study successfully completed with SELMAR.
- 10 If a student believes that a course is not equivalent to the one they were studying, then under these arrangements they are able to seek a review of this decision. ACPET will provide them with details on how to seek a review when they are offered the place in the equivalent course.
- 11 The second provider nominated by ACPET may have different tuition fees from those which students would have paid for VET units of study that were part of the VET course of study at SELMAR.
- 12 A student is not obliged to enrol in a VET course of study with a second provider offered by ACPET under the VET Course Assurance Option. However, if the student enrolls with any other VET provider there is no obligation on that VET provider to offer full credit transfer for the VET units of study completed with the first provider or to offer replacement VET unit/s free of charge.

The VET Tuition Fee Repayment Option

- 13 Under the VET Tuition Fee Repayment Option, ACPET undertakes to pay the student the total of any up-front payments already paid by the student for any VET units of study the student has commenced but not completed because the VET course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

Acting as a second provider when another provider is unable to deliver a VET course of study

- 14 Where SELMAR works with ACPET under the VET Course Assurance Option to accept students from another provider which is unable to deliver a VET course of study:



- we will grant course credits for all aspects of the original course that were successfully completed (as detailed on each student's statement of attainment issued under the Australian Qualifications Framework), and
- we will not charge tuition fees for any replacement VET units (that is, units that the student had commenced but not completed because the VET course ceased to be offered).

Publication

The method this Statement of VET Tuition Assurance is publicly available to students on our website at: www.selmar.edu.au.

Students are also advised where the Statement of VET Tuition Assurance may be obtained as part of our enrolment information.