



Statement of Tuition Assurance Policy

1. Under the provisions of the Higher Education Support Act 2003 (HESA), the associated Higher Education Provider (HEP) Guidelines, and the ESOS Act 2000, **Western Sydney International College (WSUIC)** (the First Provider) is required to provide a tuition assurance arrangement for international students who are enrolled in its higher education courses. This requirement is to protect students in the event that WSUIC ceases to provide a course of study in which a student is enrolled.
2. WSUIC contributes annually to the Australian Government's **Tuition Protection Service (TPS)** which is a placement and refund service for international students. The TPS is like an insurance cover that aims to place students in an alternative course and offer pro-rata refund on unused portions of their tuition fees. In the event that WSUIC 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 WSUIC ceases to provide the course of study of which the unit forms part (this is known as the "Tuition Fee Repayment Option").
3. WSUIC has met the tuition assurance requirements of the ESOS Act, 2000 through its current membership of the Tuition Protection Service (TPS). Further information about the TPS can be found at: <https://tps.gov.au/Home>
4. If WSUIC ceases to provide a course of study, and is not in a position to refund the tuition fees, it will notify the TPS Director within three business days of the default (or intention to default) and will have 14 days to satisfy its tuition protection obligations to current students. At the end of the 14 days, WSUIC will have a further 7 days to advise the TPS Director of the outcome.
5. For international students the course/s of study for which WSUIC (First Provider) has TPS membership are:
 1. Diploma in Arts
 2. Diploma in Business
 3. Diploma in Business 2 Term Accelerated
 4. Diploma in Engineering
 5. Diploma in Information and Communications Technology
 6. Diploma in Information and Communications Technology 2 Term Accelerated
 7. Extended Foundation Studies Program in Business
 8. Extended Foundation Studies Program in Health Science/Nursing



9. Extended Foundation Studies Program in Science
10. Standard Foundation Studies Program in Business
11. Standard Foundation Studies Program in Health Science/Nursing
12. Standard Foundation Studies Program in Science

6. A student may choose either:

6.1 The Course Assurance Option:

Under the course assurance option, a student will be offered a place in a similar course of study and enrolls with the Second Provider, subject to meeting the Second Provider's entry requirements. The student will still be required to pay for any outstanding balance of tuition fees, after debiting the unspent Tuition Fee transfer made to the second provider by WSUIC via TPS.

A student will receive full credit from the Second Provider for any equivalent units of study successfully completed at WSUIC. The Second Provider 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 that WSUIC ceased to provide. A student is not obliged to enrol in a course of study with a Second Provider and there is no obligation on that provider to offer full credit transfer for the units of study completed with WSUIC or to offer replacement unit/s free of charge.

OR

6.2 Tuition Fee Repayment Option

If WSUIC is unable to fully satisfy its obligations to current students, the TPS will provide the student with access to an online placement facility and assistance from the TPS Administrator. Providers with available capacity in that course category will be listed by course on this online facility. The TPS Director will give students a period of time (usually 30 days) in which to choose an alternative course. Should the student be unable to select a course during this period of time, he/she will be eligible to request a refund of unexpended pre-paid tuition fees from the TPS and will be required to comply with any relevant immigration requirements (this is known as the "Tuition Fee Repayment Option").

7. Publication

This Statement of Tuition Assurance is located on the WSUIC's website.

8. Quality and Compliance

This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.

This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access. Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.

New staff will receive policy information during the induction process where it relates to their



position.

9. Related Policies, Procedures, Guidelines and Legislation

- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (1 January 2018)
- Tertiary Education Quality and Standards (TEQSA) Act 2011
- Education Services for Overseas Students Act 2000

Approval and Amendment History

Approval Authority:	Western Sydney University International College Board of Directors
Policy Owners:	Executive
Approval Date:	15 September 2022
Date for Next Review:	15 September 2024

Amendments		
Revision Date	Version	Summary of changes
21/10/2016	1.0	New Policy Developed and Implemented
9/8/2018	1.1	http://www.comlaw.gov.au/Series/F2005L02590 - The guidelines provided in this link are no longer in force. A few minor typos amended.
29/09/2020	1.2	Addition of Foundation Programs in Courses approved under TPS arrangements. Replacement of Western Sydney University International College with WSUIC, throughout the document.
15/09/2022	1.3	Addition of Diploma in Arts in Courses approved under TPS arrangements.
04/04/2023	1.4	Addition of Diploma in Engineering in Courses approved under TPS arrangements