

# Tuition Protection, Teach Out and Transition Policy

## Purpose

In the unlikely event that Sydney International School of Technology and Commerce (SISTC) ceases to operate as a higher education provider, or is unable to offer a particular course of study, this Policy describes the principles and guidelines governing the management of such circumstances. The Policy is designed to ensure that all students enrolled in a SISTC course are able to complete the qualification, or successfully transition to an equivalent course without undue burden or disadvantage for the student.

## Principles

SISTC recognises the potential impact that discontinuing a course may have on enrolled students. In the event that a SISTC course is discontinued, the School is committed to facilitating and assisting students with the completion of their current qualification or assisting the transition of enrolled students to other relevant/ equivalent higher education courses. SISTC ensures that all communication is timely and transparent and that students are not unduly impacted by course discontinuation.

## Policy Statement

### 1. TEACH OUT ARRANGEMENTS

As soon as SISTC becomes aware that a course will be discontinued, the Academic Registrar will ensure that each enrolled student is personally contacted. SISTC will provide all details of the teach-out period and support all students to complete their qualification in a timely manner within the teach-out period. The teach-out period will normally be two years or as required in relation to their progress through the course, as determined by the Academic Registrar. SISTC will provide specialised support for students in teach-out mode to ensure completion.

### 2. TRANSITION ARRANGEMENTS

In the event that a course is discontinued, SISTC will identify equivalent courses offered at the same qualification level from alternative higher education institutions which are conveniently located for the students. SISTC's Academic Board will undertake mapping of similar higher education courses to assess the equivalency of learning outcomes and graduate attributes. Affected students will be personally contacted by SISTC and made aware of equivalent courses available. Should any student wish to transition to an equivalent course, SISTC will provide the necessary information and support to assist successful transition including:

- course application;
- applying for credit and recognition of prior learning;
- re-location advice;

- student visa and fee advice.

### 3. TUITION ASSURANCE

It is anticipated that approximately 80% of the student cohort will comprise international students who have been recruited either off-shore or on-shore in Australia and are studying under approved visa conditions. SISTC has in place tuition insurance which protects student fees paid in advance through the Australian Government's Tuition Protection Service (TPS) <https://tps.gov.au>. SISTC is committed to ensuring tuition assurance is current and available prior to enrolling students in all courses of study.

The Tuition Protection Service fee structure appears at Appendix A. The structure is subject to change annually in respect of the *Special Protection Component* co-efficient multiplier. Notwithstanding this, SISTC has made provision in the *SISTC Financial Model 2020-2024* for TPS insurance funds to cover the first five years of operation based on projections of student number and using the current multiplier in the TPS premium calculator.

The School anticipates that approximately 20% of its student cohort will be domestic Australian students. These students will have tuition protection assurance under Australian Student Tuition Assurance Scheme (ASTAS) which is operated by the Australian Council for Private Education and Training (ACPET) <https://www.acpet.edu.au/services/astas/>. SISTC will ensure that domestic students are also informed of the details of their tuition protection cover before they commence. A copy of the estimate for 2020 cover under ASTAS based on projected domestic student numbers appears at Appendix B. This amount is also provided for in the *SISTC Financial Model 2020-2024*.

The School is also likely to have Australian citizens studying under its commitment to priority equity groups. However, these students will be on full scholarships which will not require tuition assurance.

In the unlikely event that the SISTC ceases to provide a 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 course of study with another higher education provider where possible, without any requirement to pay that provider any student contribution or tuition fee for any replacement units; or
- a refund of his or her pre-paid fees for any unit of study that the student commences but does not complete because of SISTC ceasing to provide the course of study of which the unit forms part.

## Roles and Responsibilities

The Chief Executive Officer will review this Policy annually in conjunction with the annual review of fees and charges by the Board of Directors. Other changes will be made more frequently if required by any changes in relevant legislation or standards.

If required for transition arrangements, the Academic Board will undertake the mapping of similar higher education courses to assess the equivalency of learning outcomes and graduate attributes prior to contact with affected students.

The Chief Academic Officer (Dean) and the Academic Registrar are responsible for ensuring that successful teach-out and transition arrangements are implemented.

## Relevant Legislation and Standards

*Education Services for Overseas Students Act (2000) (Cth) Part 5, Division 1, Subdivision A: Provider Default*

*Education Services for Overseas Students (TPS Levies) Act 2012*

*Higher Education Standards Framework (Threshold Standards) 2021 Domains 1 and 6.*

## Key Related Documents

*SISTC Financial Model 2020-2024*

*SISTC Fees, Charges and Refund Policy*

*SISTC Student Recruitment: Information and Communication Policy*

*SISTC Tuition Protection, Teach Out and Transition Policy*

## Notes

Responsible Officer	Chief Executive Officer
Approval Authority /Authorities	Board of Directors
Date Approved	6 March 2019
Date of Commencement	
Date for Review	Annual
Documents Superseded by this Policy	None
Amendment History	<b>V1.0</b> updated with the SISTC logo July 2020 <b>V1.1</b> updated with the changes to the HESF 21 <b>1 July 2021</b>

**Appendix A**

**TPS Premium Calculator**

(Source: [ATPS Web-site 31 Jan 2019](#))

International Education



**Australian Government**

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TPS Overview for Education Providers  
Closures  
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TPS Levy and Overseas Student Tuition Fund (OSTF)  
Annual Reports  
Useful links

[TPS Levy and Overseas Student Tuition Fund \(OSTF\)](#)

**The TPS levy**

All CRICOS providers are subject to the TPS Levy, as stated in the [Education Services for Overseas Students \(TPS Levies\) Act 2012](#). The 2018 TPS Levy is comprised of the components as follows:

A registered provider's Administrative Fee Component for a year is the sum of:

- (a) \$107; and
- (b) \$0.55 multiplied by the total enrolments for the provider for the previous year (2017).

A registered provider's Base Fee Component for a year is the sum of:

- (a) \$215; and
- (b) \$1.36 multiplied by the total enrolments for the provider for the previous year (2017).

Registered schools that have no international students are exempt from the requirement to pay the base fee component of the TPS Levy (Section 7 of the Education Services for Overseas Students (TPS Levies) Act 2012).

To obtain a copy of the [Education Services for Overseas Students \(TPS Levies\)\(Administrative and Base Fees\) Determination 2017](#), click [here](#).

Note: Both the Administrative and the Base Fee components are subject to indexation, as per Part 2, Section 8 of the *Education Services for Overseas Students (TPS Levies) Act 2012*.

#### Risk rated premium component

The TPS Director, with advice from the TPS Advisory Board, has determined the risk factors and the specified percentage rate for the risk rated premium component. The TPS Director is required to publish, through a legislative instrument, the risk factors and other relevant components to be used in assessing each provider's risk. The risk factors determined by the TPS Director are intended to reflect the risk of default and therefore the risk of a call each provider represents on the tuition protection framework. Click [here](#) to obtain a copy of the legislative instrument - *Education Services for Overseas Students (TPS Levies - Risk Rated Premium and Special Tuition Protection Components) Instrument 2017*. The specified percentage rate for the 2018 TPS Levy is 0.07%.

A registered provider's risk rated component of the TPS Levy for a year is worked out in accordance with the following formula:

$$\left( \begin{array}{l} \text{Specified} \\ \text{percentage} \\ \text{for the year} \end{array} \times \begin{array}{l} \text{Increase factor} \\ \text{for the risk factor} \\ \text{for the year} \end{array} \right) \times \begin{array}{l} \text{Provider's overseas student} \\ \text{tuition fees} \\ \text{for the previous year} \end{array}$$

Note: Under section 12 of The ESOS (TPS Levies) Act 2012, the Minister can exempt a class of providers from paying the risk component of the Levy. Under the legislation, providers listed as Table A under the Higher Education Support Act 2003, State and Territory VET institutions and Government schools are exempt from paying this component of the TPS Levy.

#### Special Tuition Protection Component

Before the beginning of each year, the TPS Director must, by legislative instrument, specify a percentage for that year. The percentage specified rate for 2018 is zero.

A registered provider's special tuition protection component for a year is worked out in accordance with the following formula:

$$\begin{array}{l} \text{Specified percentage} \\ \text{for the year} \end{array} \times \begin{array}{l} \text{Provider's overseas student} \\ \text{tuition fees} \\ \text{for the previous year} \end{array}$$

To estimate the amount of TPS Levy your institution is liable to pay in 2018, click [here](#).

#### The Overseas Students Tuition Fund (OSTF)

Funds collected through the TPS Levy will be paid into the OSTF. It will be used for funding the placement and refund activity for international students and is managed by the TPS Director.

#### Copyright Privacy Disclaimer

**Appendix B:**

**ASTAS Premium estimate for 2020**

ASTAS -

To: Paul ROWLAND  
RE: Tuition fee cover for University-level students

Yesterday at 1:57 PM

Hi Paul,

Based on the figures provided, you would need roughly \$220,000 worth of cover.

This would correspond to an invoice of \$6,900 for 12 months.

Please note, this figure is only an estimate and may change after a full financial risk assessment of the business by our underwriters. This is also based on 2019 pricing and therefore may change in 2020.

If you have any further questions, please don't hesitate to contact us.

Kind Regards,

**James Driscoll**  
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Member ID	Company Name	2019 Student Projections	2019 Revenue	2019 Estimated limit (Fee for Service)									
	Australia Advance Education Group												
Date	Trading Name												
	Sydney Global School of Technology and Commerce												
<b>Instructions:</b>													
Complete the table below for each course requiring Tuition Assurance Cover. ACPET are unable to provide blanket cover. Due to this, all courses you would like to have cover for <u>MUST HAVE</u> at least one student projected.													
ACPET's Tuition Assurance only covers <u>tuition fees</u> paid by domestic, fee for service students. Click the <u>plus</u> button on the left to expand an explanation of each field below.													
Member ID	Course Code	Mode of Delivery	Student Projections	Course Cost (FFS)	Semesters/Terms/ Curriculum Blocks								
ACPET Membership ID:	The code of the qualification.	Percentage breakdown of delivery method. Eg. 50% of classes online, and 50% work placement would be represented as OSQ,WSO. Some examples are provided in the dropdown or in the 'Lists' tab.	Number of students projected to enrol in 2019 (per course).	Total Fee for Service component of the course.	How many blocks of units make up the course load? (ie. continuous periods of study (eg. semester, term, trimester))								
State	Course Name	Notes/Changes	Upfront Tuition Fee	Course Duration	Regulator								
Which state/s is the qualification offered in?	The name of the qualification.	Any additional comments relating to the course. Eg. VSI, top up payments, or teaching out.	Fee paid by students at the beginning of the course. Inclusive of fees for first semester/term if paid at the start	Number of weeks between the start and end of course.	Which type of Tuition Assurance is required? (ie. For compliance with the RTO Standards under ASQA or the HESF under TEQSA).								
Member ID	State	Course Code	Course Name	Mode of Delivery	Notes/Changes	2020 Student Projections	Upfront Fee	Course Cost	Course Duration	Semesters/Terms/ Curriculum Blocks	Regulator	Annual Course Income (Courses covered by Tuition Assurance)	Estimated Risk
				(F,O,W)				(FFS component)	(weeks)	Total 2020			
	NSW		Bachelor of Information technology	F100		6	\$ 18,500	\$68,901.00	108	12	3	TEQSA	\$ 152,892.00 \$ 111,000.00
	NSW		Diploma of Information Technology	F100		4	\$ 18,500	\$18,500.00	36	12	3	TEQSA	\$ 74,000.00 \$ 74,000.00
	NSW		Dipolma of Buiness Information Systems	F100		2	\$ 18,500	\$18,500.00	36	12	3	TEQSA	\$ 37,000.00 \$ 37,000.00
												\$ - \$ -	-
												\$ - \$ -	-
												\$ - \$ -	-
												\$ - \$ -	-