

Purpose

In the unlikely event that Australia Advance Education Group (AAEG) trading as Sydney International School of Technology and Commerce (SISTC) ceases to operate as a higher education provider or is unable to fully deliver their 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 unduly burdening or disadvantaging students.

Principles

We recognise the potential impact that the unlikely event of having to close our operations as an Institute of Higher Education or discontinuing a course has on our enrolled students. In the event of provider failure or course discontinuation with valid reasons we are committed to facilitating and assisting students with the completion of their current qualification and/ or assisting the transition of enrolled students to other applicable equivalent higher education courses. SISTC ensures that all communication is timely and transparent and that students are not unduly impacted. discontinuation.

Policy Statement

1. TEACH OUT ARRANGEMENTS

As soon as we decide that a course will be discontinued, our Director of Operations (DoO) or Deputy Director Student Services (DDSS) ensure that all enrolled students are contacted. All details, impacts alternative options are clearly communicated including timelines of the teach out period, student choices and support so that all students are given the opportunity to complete their course qualification in a timely manner within the specified teach out period. The teachout period will normally be two years or as required to ensure that every enrolled student has the opportunity to complete their enrolled course. We will further 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. Our Academic Board (AB) will undertake mapping of similar higher education courses to assess the equivalency of learning outcomes and graduate attributes. Affected students will be personally contacted and made aware of equivalent courses available. Should any student wish to transition to an equivalent course, we will provide the necessary information and support to assist successful transition including:

- course application
- demonstrated evidence of achievements completed via record of academic results
- applying for credit and recognition of prior learning
- possible options and locations for course transfer
- fee advice.

3. TUITION ASSURANCE

Our students are all international students, recruited either offshore or onshore in Australia and are studying under approved visa conditions. The Australian Government Tuition Protection Service (TPS) <https://www.education.gov.au/tps/international-students> also acts to assist students to either continue their studies through another course or by a different provider, or to access a refund for enrolled and paid units that they did not receive. We are committed to ensuring tuition assurance is current and available prior to enrolling students in all courses of study.

Roles and Responsibilities

The Chief Executive Officer (CEO) ensures review of this policy at least every 3 (three) years or where legislative change requires updates and in conjunction with the annual review of fees and charges by the Board of Directors.

The Dean (D) will undertake the mapping of similar higher education courses to assess the equivalency of learning outcomes and graduate attributes for full approval by the Academic Board and endorsement by the Board of Directors (BoD) as required and prior to contact with affected students.

The Dean and DDSS are responsible for ensuring that successful teachout 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

Fees, Charges and Refund Policy

Student Recruitment: Information and Communication Policy

Tuition Protection, Teach Out and Transition Policy

Notes

Responsible Officer	Chief Executive Officer
Approval Authority /Authorities	Board of Directors
Date Approved	28 November 2023
Date of Commencement	28 November 2023
Date for Review	November 2026
Documents Superseded by this Policy	None
Amendment History	V1.0 updated with the SISTC logo July 2020
	V1.1 updated with the changes to the HESF 21 1 July 20210903
	02.00 Update for international student cohort and plain English 20231019