



AREA	V – VET Policy
TITLE	<b>STATEMENT OF TUITION ASSURANCE ARRANGEMENT</b>
CODE	V1.06
POLICY VERSION	1

DATE OF ORIGIN/LAST APPROVED CHANGE	DATE EFFECTIVE FROM	AUTHORISED BY	EMENDATIONS TO THIS DOCUMENT MADE BY
170428	170428	Policy Review Committee	Amon Broughton

#### SUMMARY

1.01.1 Tuition Assurance Scheme i) Offer of a place in a similar VET course ii) refunds for up-front VET payments; 1.01.2 NYFAA courses eligible for the Tuition Assurance Scheme; 1.01.3 Course Assurance Option; 1.01.4 Tuition Fee Repayment

#### SCOPE

This policy is applicable to all students at The New York Film Academy Australia (NYFAA) and covers the Tuition Assurance Arrangement.

The aim of this policy is to:

- Outline the options available for students to continue studying if NYFAA ceases to provide a VET course of study the student is enrolled.
- Outline when a student is eligible for a refund of up-front VET payments.

## POLICY

## 1.01.1 TUITION ASSURANCE SCHEME

In the event that New York Film Academy Australia ceases to provide a VET course of study in which a student is enrolled the student is entitled to a choice of:

i) 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 VET tuition fee for any replacement VET units (this is known as the “VET Course Assurance Option”);

OR

ii) a refund of up-front VET payments for any VET unit of study that the student commences but does not complete because New York Film Academy Australia ceases to provide the VET course of study of which the VET unit forms part (this is known as the “VET Tuition Fee Repayment Option”).

If New York Film Academy Australia ceases to provide a course of study, ACPET ASTAS will send a 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 ASTAS of the choice they have made for each affected unit. ACPET ASTAS will provide this Offer within twenty (20) business days after it knows, or should know by reasonable enquiries that New York Film Academy Australia has ceased to provide the course or study.

## 1.01.2 NYFAA COURSES ELIGIBLE FOR THE TUITION ASSURANCE SCHEME

The course/s of study for which New York Film Academy Australia has ACPET ASTAS membership are:

Diploma of Screen & Media (Acting for Film)  
 Diploma of Screen & Media (Filmmaking)  
 Diploma of Screen & Media (Screenwriting)  
 Diploma of Screen & Media (Documentary)  
 Diploma of Screen & Media (3D Animation)  
 Diploma of Screen & Media (Producing)

Advanced Diploma of Screen & Media (Acting for Film)  
 Advanced Diploma of Screen & Media (Filmmaking)  
 Advanced Diploma of Screen & Media (Screenwriting)

Contact Details for the Tuition Assurance Scheme are:

Australian Council for Private Education and Training (ACPET)  
 National Office  
 Suite 12, Level 14, 329 Pitt Street, Sydney NSW Australia Box Q1076, QVB PO, Sydney NSW 1230  
 Ph: (02) 9264 4490 Fax: (02) 9264 4550  
 E-mail [acpet@acpet.edu.au](mailto:acpet@acpet.edu.au); Website [www.acpet.edu.au](http://www.acpet.edu.au)

A student may choose either of the options below:

#### 1.01.3 COURSE ASSURANCE OPTION

Under the course assurance option, a student will be offered a place in a similar course of study by ACPET ASTAS. If the student accepts this option, ACPET ASTAS scheme will make all necessary arrangements to ensure a student is able to enrol with the Second Provider in the similar course of study. This offered 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 student contribution or tuition fee for any replacement units (that is, units that the student had commenced but not completed because the course ceased to be offered). A student will receive full credit from the Second Provider for any units of study successfully completed at the New York Film Academy Australia.

The Second Provider nominated by ACPET ASTAS 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 New York Film Academy Australia ceased to provide but which the student had not yet started studying.

A student is not obliged to enrol in a course of study with a Second Provider offered by ACPET ASTAS under the Course Assurance Option. However, if he/she enrolls with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with New York Film Academy Australia or to offer replacement/s unit free of charge.

OR

#### 1.01.4 STUDENT CONTRIBUTION/TUITION FEE REPAYMENT OPTION

Under the Student Contribution/Tuition Fee Repayment Option, ACPET ASTAS undertakes to pay the student the total of any up-front payments already paid by the student for any units of study the student has commenced but not completed because the course ceased to be offered.