

# WHITEHOUSE

**Policy number** 005.003  
**Policy name** Statement of Tuition assurance – Local Students  
**Classification** Financial Management

*Version number* 13/08/07

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Whitehouse Institute (the First Provider) has an obligation under the Higher Education Support Act 2003 and the associated HEP Guidelines to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers.

This requirement is to protect students in the event that Whitehouse Institute ceases to provide a course of study in which a student is enrolled. The meaning of 'ceasing to provide a course of study' is set out in the HEP Guidelines at [http://www.backingaustraliasfuture.gov.au/guidelines/hep\\_guide.htm](http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm)

In the event that the Whitehouse Institute 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 the Whitehouse Institute ceases to provide the course of study of which the unit forms part (this is known as the '**Student Contribution/Tuition Fee Repayment Option**')

Whitehouse Institute has met the tuition assurance requirements of the HESA and the ESOS Act through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS) and Overseas Student Tuition Assurance Scheme (OSTAS).

ACPET contact details are:

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)

The course of study for which Whitehouse Institute has ACPET ASTAS membership is:

Bachelor of Design

A student may choose either:

**The Course Assurance Option:**

If a student accepts a place in a course offered by ACPET as named above, ACPET will offer the student the option of ACPET making all necessary arrangements to ensure a student is able to enrol in a similar course of study with a Second Provider. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay that Second Provider any student contribution or tuition fee for any replacement units.

The Second Provider nominated by ACPET 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 the Whitehouse Institute ceased to provide.

A student is not obliged to enrol in a course of study with a Second Provider offered by ACPET 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 the Whitehouse Institute or to offer a replacement/s unit free of charge. Relocated students will be responsible for meeting their own relocation expenses (if any) and costs associated with the purchase of textbooks and others learning resources or materials required by the receiving provider.

OR

**The Student Contribution/Tuition Fee Repayment Option:**

If a student chooses the Student Contribution/Tuition Fee Repayment Option ACPET 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. Students selecting this option will also get SLE or FEE-HELP balance/s re-credited for uncompleted units.

Publication

Information on the Whitehouse Institute's tuition assurance scheme for local students is published in the Whitehouse Institute Student Handbook and on the Whitehouse website at [www.whitehouse-design.edu.au](http://www.whitehouse-design.edu.au)