

## Higher Education Provider (HEP) Guidelines

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated HEP Guidelines the Australian Guild of Music Education ABN: 84413249965 (the First Provider) must comply with the Tuition Assurance requirements for persons, other than overseas students\*, who are enrolled in higher education courses it offers. This is to protect students in the event the Australian Guild of Music Education (First Provider) 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*. A copy of this is available from: (<http://www.comlaw.gov.au/Series/F2005L02590>).

In the event the Australian Guild of Music Education (the First Provider) 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 their up-front payments and/or re-crediting of any FEE HELP balance for any course of study that the student commences but does not complete because the Australian Guild of Music Education (First Provider) ceases to provide the course of study of which the unit forms part (this is known as the "Tuition Fee Repayment Option")

Australian Guild of Music Education has met the tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS).

**Contact details for ACPET are:**

Australian Council for Private Education and Training  
PO Box 551, East Melbourne, Victoria 8002  
Phone: 1800 657 644, fax: 03 9416 1895  
Email: [acpet@acpet.edu.au](mailto:acpet@acpet.edu.au)

If the Australian Guild of Music Education ceases to provide a course of study, ACPET 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 of the choice they have made for each affected unit. ACPET will provide this Offer within twenty *Business Days* after it knows, or should now by reasonable enquiries that the Australian Guild of Music Education has ceased to provide the course or study.

The course/s of study for which the Australian Guild of Music Education has ACPET ASTAS membership are:

- All approved Courses

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. A student will receive full credit from the Second Provider for any units of study successfully completed at (*Australian Guild of Music Education*).

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 Australian Guild of Music Education 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 Australian Guild of Music Education or to offer a replacement/s unit free of charge.

**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.