



Statement of Tuition Assurance

CRICOS Provider No: 02781E

The following Statement of Tuition Assurance is made publicly available and is published on The Cairnmillar Institute School of Counselling and Psychotherapy Pty Ltd's web site www.cairnmillar.org.au. The policy is also set out and made available to staff and students in the Student Information Handbook.

The Cairnmillar Institute School of Counselling and Psychotherapy Pty Ltd (Cairnmillar) acknowledges that under the provisions of the Higher Education Support Act 2003 (HESA) and the associated HEP Guidelines Cairnmillar (the First Provider) is required 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 Cairnmillar 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 (<http://www.backingfaustraliasfuture.gov.au>

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

Cairnmillar 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).

If Cairnmillar 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 know by reasonable enquiries that Cairnmillar has ceased to provide the course or study.



The courses/s of study for which Cairnmillar has ACPET ASTAS membership are:

Cairnmillar (the First Provider) Course	Qualification to which Cairnmillar Course Leads
Graduate Certificate of Counselling and Psychotherapy	Graduate Diploma of Psychotherapy
Graduate Diploma of Psychotherapy	Master of Psychotherapy
Master of Psychotherapy	

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 fee the student would have paid for units of study which were part of the course of study that Cairnmillar 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 the provider to offer full credit transfer for the units of study completed with Cairnmillar 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.