

Illawarra >> ITeC <<

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**Tuition Assurance Policy**

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## Introduction

Tuition protection is important to Illawarra ITeC because Illawarra ITeC values its students and wants them to be protected. Tuition protection is also a requirement of registration.

## Purpose

The purpose of the *Tuition Assurance Policy* is to define the tuition assurance mechanisms being used by Illawarra ITeC to protect students in accordance with regulation.

## Scope

The *Tuition Assurance Policy* applies to all fees paid by students for training courses offered by Illawarra ITeC.

## Responsibilities

This policy is the responsibility of the Chief Executive Officer.

## Definitions

**Administration Fee** is an administration fee charged for processing enrolment applications that is non-refundable except where Illawarra ITeC has cancelled a course.

**Materials Fee** is a charge to cover the cost of manuals, resources or other materials required by the student for a specific course. These items remain the property of the student.

**Tuition Fee** is the fee for the delivery of the training.

**Course Fee** is the full fee charged for a course which is inclusive of Enrolment Fee, Tuition Fee and where applicable, Materials Fee.

**Course Start / Commencement Date** is the course start or commencement date and is the first date of the course in which the student is enrolled as published on the Letter of Offer and Course Agreement. In the case of students studying online or via distance learning, the course start or commencement date is the first date that the student accesses the course material online or has signed for reception of the distance learning materials.

## Alignment

<b>Standards for Registered Training Organisations (RTOs) 2015</b>
Clauses 7.3

### Policy Statement

Illawarra ITeC will ensure that it provides fee protection in accordance with registration requirements for all students where Illawarra ITeC collects student's fees in advance.

Illawarra ITeC will ensure that this fee protection is always current and covers all registered courses across all registered facilities and for the total number of students enrolled.

The Illawarra ITeC collects no more than \$1,500 in advance, whether directly or through a third party.

***If at any time during the RTO's registration, the method of fee protection of fees paid in advance is altered, the Chief Executive Officer of Illawarra ITeC must notify the registering body immediately.***

### Related Documents

#### Related Procedure

- Fees, Charges and Refunds Procedure; and
- Financial Management Procedure.