

Academy of Interactive Entertainment Ltd

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CRICOS Provider number 02406F



**WINNER – Australian Training Awards
Small Training Provider of the Year 2007**

Statement of Tuition Assurance

In accordance with the Higher Education Support Act 2003 - VET Provider Guidelines - and other associated guidelines, Academy of Interactive Entertainment (AIE) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in the VET education courses it offers. This requirement is to protect students in the event that AIE ceases to provide a course of study in which the student is enrolled.

A course of study is taken to have ceased if:

- the course does not commence on the agreed starting date or a later date that has been agreed between AIE and the enrolled students; or
- the course ceases to be provided after it has started (for any reason); or
- the full course has not been delivered because a sanction has been imposed on AIE.

The full definition of 'ceasing to provide a course of study' is set out in the VET Provider Guidelines, which can be found at:

<http://www.comlaw.gov.au/ComLaw/legislation/LegislativeInstrument1.nsf/0/08ED3368B35ED47FCA2574580009C7B3?OpenDocument>

In the event that AIE 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 another higher education provider without any requirement to pay the other provider any student contribution or tuition fee for any replacement units (this is known as the "Course Assurance Option");

OR

- b. a refund of any payments made for any unit of study that the student does not complete because the Institution ceases to provide the course of study of which the unit forms part (this is known as the "Tuition Fee Repayment Option")

AIE meets the tuition assurance requirements through its current membership of the Australian Student Tuition Assurance Scheme (ASTAS) operated by the Australian Council for Private Education and Training (ACPET).

Contact Details for ACPET

Australian Council for Private Education and Training (ACPET)

PO Box Q1076, QVB Post Office, Sydney NSW 1230

Ph: 1800 657 644 Fax: 02 9264 4550

Email: acpet@acpet.edu.au

The courses of study for which AIE has made tuition assurance arrangements are:

Advanced Diploma of Professional Game Development, 80841ACT



**Winner ACT Small RTO of the Year 2007, 2005, 2002
Winner ACT Training Initiative Award 2003
Finalist National Small RTO of the Year 2005
Finalist ACT Small RTO of the Year 2004 & 2003
Finalist National Training Initiative Award 2003**

This Statement of Tuition Assurance will be provided to current and prospective students in the Student Handbook and on our website www.aie.edu.au

AIE enrolment form will also contain information for students about where the Statement of Tuition Assurance may be obtained.

Activation of Tuition Assurance Arrangements

In the event AIE, as a participating ASTAS member, ceases to provide a VET education course of study in which Australian students or Australian permanent humanitarian visa holders are enrolled, ACPET will activate the ASTAS.

Once the ASTAS is activated, ACPET will send each eligible 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 AIE has ceased to provide the course of study.

A student may choose either:

The Course Assurance Option

If a student accepts a place in an alternate course offered by ACPET, 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 another VET education provider. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the other 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 AIE.

The other 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 that were part of the course of study that AIE ceased to provide.

A student is not obliged to enrol in a course of study with another provider offered by ACPET under the Course Assurance Option. However, if they enrol with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with AIE or to offer any replacement units free of charge.

OR

The Tuition Fee Repayment Option

If a student chooses the Tuition Fee Repayment Option ACPET undertakes to pay the student the total of any amounts already paid by the student for any units of study that the student has not completed.

Students selecting this option who have incurred a VET FEE-HELP debt for uncompleted units will get their VET FEE-HELP balance re-credited for those uncompleted units.