

Statement of Tuition Assurance for full fee paying students

Introduction

1. Tuition assurance protects students in the event a course provided by an approved Higher Education provider ceases to be provided after it starts but before it is completed.
2. As an approved higher education provider under the *Higher Education Support Act 2003*, **National Institute of Organisation Dynamics Australia Ltd (NIODA)** ABN: 97897654659, must meet the higher education tuition assurance requirements for full fee paying students
3. This statement sets out the arrangements for tuition assurance for full paying students.

What happens if NIODA ceases to provide an eligible higher education course of study?

Information for affected students

4. NIODA will notify affected students in writing that an eligible higher education course of study is no longer provided within two business days after NIODA ceases to provide the course.
5. As soon as practicable, NIODA will also update its website to reflect that the course is no longer being delivered and to give students information about the tuition assurance arrangements.
6. Affected students may choose either course assurance arrangements or apply to NIODA for a re-credit of their upfront student fee balance for affected units of study.

Course Assurance

7. NIODA has a binding agreement in place with Asia Pacific International College (APIC) to offer NIODA students a replacement course in the event of the NIODA course discontinuing
8. Replacement courses must meet the following requirements:
 - the course must lead to the same or comparable qualification as the original course;
 - the mode of delivery of the replacement course must be the same as or, with the student's consent, similar to the mode of delivery for the original course;
 - the location of the replacement course must be reasonable, having regard to the costs of, and the time required for, a student's travel; and
 - the student will not incur additional fees that are unreasonable and will be able to attend the replacement course without unreasonable impacts on the student's prior commitments.
9. A student who accepts the replacement course offered will not be required to pay the second provider for the affected units of the replacement course. However, the fees payable for the remainder of the replacement course may be different from the fees payable for the original course.
10. The student will also receive course credits for parts of the original course successfully completed by the student, as evidenced by a copy of a statement of attainment or other Australian Qualifications Framework certification document issued by the course provider or

an authorised issuing organisation in accordance with the Australian Qualifications Framework.

11. Each affected student will have a period of six (6) months in which to accept the replacement course offer. NIODA may extend that period in circumstances that justify an extension.
12. If an affected student enrolls in a course that is not a replacement course, the student may be required to pay additional tuition fees, and might not receive the course credits the student would have received if the student had enrolled in a replacement course.

Re-credit of student fees

13. NIODA will consider students' applications as soon as practicable and notify them of the decision about the application, together with a statement of reasons for the decision. If an application for a re-credit is accepted, the amount re-credited will be equal to the amount of student fee paid by the student for the affected units of study.

Record keeping

14. It is suggested best practice for students to retain assessments, records of competencies or statements of attainment that they receive from their education provider.