Higher Education Statement of Tuition Assurance

Tuition Assurance Cover Domestic Students

Under the provisions of the Higher Education Support Act 2003 (HESA) and the associated Higher Education Provider Guidelines, the colleges of the Australian College of Applied Psychology (ACAP) and the Navitas College of Public Safety (NCPS) (as the First Provider) are required to provide a tuition assurance arrangement for persons, other than overseas students, who are enrolled in higher education courses it offers. This requirement is to protect students in the event that the College of the Navitas Professional Institute Pty Ltd 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 at:


In the event that ACAP or NCPS cease 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 his or her unspent up-front payments for any unit of study that the student commences but does not complete because ACAP or NCPS has ceased to provide the course of study of which the unit forms part (this is known as the “Student Contribution/Tuition Fee Repayment Option”)

ACAP and NCPS met the tuition assurance requirements of the HESA through maintaining current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS).

Contact details for ACPET are: ACPET National Office
Suite 12, Level 14, 329 Pitt Street, SYDNEY NSW 2000
Ph: 02 9264 4490
Fax: 02 9264 4550

If ACAP or NCPS cease 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 the has ceased to provide the course of study.
The course/s of study for which a college of the Navitas Professional Institute Pty Ltd has ACPET ASTAS membership is/are:

**ACAP**

Associate Degree of Applied Social Science  
Bachelor of Applied Social Science  
Bachelor of Counselling  
Bachelor of Counselling (Coaching)  
Bachelor of Applied Social Science (Management)  
Bachelor of Psychological Science  
Bachelor of Psychological Science (Honours)  
Bachelor of Social Work  
Bachelor of Social Work (Honours)  
Diploma of Applied Social Science  
Graduate Certificate in Counselling Skills  
Graduate Certificate in Elite Athlete Mentoring  
Graduate Diploma of Applied Social Science  
Graduate Diploma of Applied Social Science (Management)  
Graduate Diploma of Counselling  
Graduate Diploma of Elite Athlete Mentoring  
Graduate Diploma of Professional Psychology  
Graduate Diploma of Psychology  
Graduate Diploma of Psychological Science  
Master of Applied Social Science  
Master of Applied Social Science (Counselling)  
Master of Applied Social Science (Management)  
Master of Counselling and Psychotherapy  
Master of Psychology (Clinical)  
Master of Social Work  
Master of Social Work (Qualifying)

**NCPS**

Bachelor of Criminology and Justice  
Associate Degree of Criminal Justice
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 a college of the Navitas Professional Institute Pty Ltd.

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 a college of the Navitas Professional Institute Pty Ltd 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 enrols with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with a college of the Navitas Professional Institute Pty Ltd 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.

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i  *Tuition Protection for overseas students*

NPI (ACAP, NCPS) conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students which is part of the ESOS (Education Service for Overseas Students) Assurance Fund established under section 45 of the ESOS Act 2000. For further information about the Australian Government Tuition Protection Scheme (TPS) for international students refer to tps.gov.au/StaticContent/Get/StudentInformation.

ii  This course qualification has changed name from Bachelor of Applied Social Science (Counselling) to the Bachelor of Counselling, effective from the commencement of Trimester 3, 2014.

iii  This course qualification has changed name from Bachelor of Applied Social Science (Coaching) to the Bachelor of Counselling (Coaching), effective from the commencement of Trimester 3, 2014.

iv  Course is currently in teach out and not open for new student enrolments

v  This course qualification has changed name from Bachelor of Social Science (Criminal Justice) to the Bachelor of Criminology and Justice. All new and continuing students enrolled in Trimester 2, 2014 and thereafter will graduate with this new qualification name

vi  Nested exit qualification

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Australian College of Applied Psychology (ACAP) and Navitas College of Public Safety (NCPS) are registered businesses of Navitas Professional Institute Pty Ltd (NPI), ABN 94 057 495 299, National CRICOS Provider Code 01328A, RTO 0500.