



TEACH OUT and TRANSITION POLICY

1. DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

Award Program: A program of study leading to a qualification accredited by TEQSA and, in many instances, also a relevant professional body. Award programs lead to a qualification located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework.

Program (or Degree Program): The ACC 4 year Bachelor of Chiropractic Degree or other ACC award program accredited by TEQSA at AQF levels 5-10, or equivalent accredited course offered by another Higher Education Provider.

Teachout and Transition: Teach out is when a provider has decided to phase out a course that still has students enrolled. The course continues to be accredited but no new students can be enrolled, and arrangements are in place to ensure all existing students can either complete the course of study, or **transition** to a mutually agreed course offered by another provider at no disadvantage to the students concerned.

Under the Higher Education Standards Framework (Threshold Standards) 2015 (HES Framework), providers are required to have effective teach out and/or course transition plans in place as courses can be placed in teach out by either TEQSA or the provider.

Tuition assurance: Tuition Assurance relates to that portion of a student's tuition fees that were paid in advance of the tuition.

When an institution ceases to trade, students can request to:

- a) continue their study in a comparable program (course) with an alternative provider, or
- b) discontinue their studies and obtain a refund for the fees pre-paid but not used, or
- c) have the fees re-credited to their FEE HELP balance.

Tuition Protection (Assurance) or The Tuition Protection Service (TPS): An initiative of the Australian Government to assist international students and eligible domestic students accessing a VET Student Loan (VSL), FEE-HELP or HECS-HELP (HELP) loan, and, as of January 2021 domestic students paying up-front, whose education providers are unable to fully deliver their course of study. The TPS ensures that these students are able to either:

- complete their studies in another course or with another education provider; or
- receive a refund of their unspent tuition fees (international students and domestic students paying up-front) or a re-credit of their loan for open units of study (VSL and HELP).

Subject: A scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum. Subjects at the ACC comprise one or more units of study.

Unit (or Unit of Study): An element of a subject (as defined above), that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

1. PURPOSE

This policy describes the principles and approaches governing the ACC's management of student completion of an award program in the unlikely event of its discontinuation, including where such discontinuation is the result of the College ceasing to operate as a higher education provider.

2. PRINCIPLES AND ARRANGEMENTS

2.1 Principles

The ACC recognises the potential impact that discontinuing a program could have on enrolled students and will do its utmost to minimise that impact.

In the event that an ACC award program is discontinued, the College is committed to assisting students to complete that program and, if relevant, to assisting the transition of enrolled students to other relevant and similar higher education courses.

The ACC will ensure that all communication pertaining to program discontinuation is timely and transparent and that students are not unduly burdened.

The Academic Dean and the Academic Registrar will be responsible for ensuring that successful teach out and/or transition arrangements are achieved.

In the event that Teachout or Transition to another program is not a viable option for an ACC enrolled student, whether that student is a domestic student paying up-front or through a FEE HELP loan, or a fee-paying international student, the ACC will comply with requirements for Private Higher Education Providers outlined in Section 46. of the Department of Education, Skills and Employment "Higher Education Administrative Information for Providers - March 2020 " and Section 45. of the Education Services for Overseas Students (ESOS) Act 2000.

2.2 Teach out arrangements

As soon as the ACC becomes aware that a course will be discontinued, the College will ensure that each enrolled student is personally contacted.

The ACC will provide all details of the teach out period and will:

- a) support all students to timely completion of the qualification within the teach out period; and/or
- b) provide reasonable alternative course and unit options, including those offered by other accredited higher education providers and support all students during their transition to an alternative program.

2.3 Transition arrangements

In the event that a program is discontinued, the ACC will advise students of equivalent courses offered at the same qualification level by other higher education institutions, with which a Teachout and Transition Agreement has been formally negotiated and approved, and also equivalent programs at other relevant institutions.

At the time of review of review of this policy (2021), a formal agreement for Transition has been signed (19 December 2019) with the New Zealand College of Chiropractic (NZCC) and additional Transition arrangements are under negotiation with Central Queensland University (CQU) and RMIT University.

Students will be directed to the most conveniently located institutions, to the extent possible.

The ACC is also in the process of undertaking curriculum mapping of selected, similar, higher education programs to assess the equivalency of learning outcomes at the individual unit/subject level and in terms of graduate attributes.

Students enrolled in a discontinued program will be personally contacted by the ACC and made aware of equivalent programs available. Should any student wish to transition to an equivalent program, the ACC will provide the necessary information and support to assist successful transition including:

- Course application;
- Applying for credit and recognition of prior learning;
- Re-location advice and support where necessary;
- Fee advice;
- Referral to the Australian Dept of Home Affairs for student visa advice.

2.4 Tuition Assurance Scheme

In association with the above, the ACC offers tuition assurance that protects student fees paid in advance.

In the unlikely event that the ACC ceases to provide a course of study in which a student is enrolled, the student will be assisted by the ACC:

- arranging for the student to be placed in a suitable replacement unit or replacement course and the student accepts the offer in writing, without any requirement to pay that provider any student contribution or tuition fee for any replacement units;
or
- providing a refund of the student's up-front payments for any unit of study that the student commences but does not complete because of the ACC ceasing to provide the program of study of which the unit forms part [TEQSA Act paragraph 62F(3)(b)];
or
- re-crediting the student's HELP balance [HESA subsections 97-42(1) or 104-42(1)] and repaying the relevant HELP loan amount to the Commonwealth [HESA subsections 36-24A(2) or 110-5(1)].

In addition to the Teach-out, Transition and Tuition Assurance arrangements to which the ACC has committed, the ACC will ensure that students are also apprised of the Australian Government Tuition Protection Service (TPS), as per the relevant excerpt below:

'Tuition protection' refers to the protections and assistance available to support FEE-HELP or HECS-HELP (HELP) students, VET Student Loans (VSL) students and international students, in the event that their education provider defaults (ceases delivering a course or closes entirely).

In the event of a course or provider default, HELP students will be assisted to continue their studies with a replacement provider in an equivalent or similar course or receive a loan re-credit for the units of study they had received a HELP loan for and were undertaking when their provider defaulted.

From 1 January 2021, students who pay their fees directly to their provider will be eligible to access tuition protection assistance.

Domestic up-front fee-paying students studying higher education with private education providers are eligible for tuition protection assistance if the course has not commenced, or ceases after commencement but before completion, and the student has not previously withdrawn.

If a provider fails to assist an eligible student the Tuition Protection Service (TPS) will contact the student directly and will offer the option to either receive a refund of tuition fees for affected parts of the course, or assistance to move to a similar replacement course."

Students will be directed to further details regarding the Tuition Protection Scheme, available at www.tps.gov.au

REVIEW

From 2021, this Policy is to be reviewed every 3 years by the Board of Directors, or more frequently as required.

VERSION CONTROL

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