



CA PROGRAM

Higher Education Tuition Assurance Statement

Document ID	Higher Education Tuition Assurance Statement		
Document Owner(s)	CA Program Manager and Head of Education Risk and Compliance		
Approved by	CA ANZ Board	Date Approved	27 April 2020
		Date Commencing	27 April 2020

Chartered Accountants Australia and New Zealand (**CA ANZ**) as a registered Australian Higher Education Provider, consistent with the Higher Education Standards Framework 2015 (Threshold Standards) Part A, Standard 6.2.1(i), is committed to assuring it has in place tuition safeguards to mitigate disadvantage to candidates¹ enrolled in a CA ANZ higher education award course who are unable to progress in their course of study if CA ANZ:

- (i) is unable to provide their course of study; or
- (ii) ceases to operate as a higher education provider; or
- (iii) loses professional accreditation of their course of study or is otherwise not able to offer their course of study.

Accordingly, CA ANZ (the First Provider) commits to a tuition assurance arrangement for domestic candidates² enrolled in higher education courses it offers. This arrangement protects domestic candidates in the event that CA ANZ ceases to provide a course of study in which that candidate is enrolled. The meaning of 'ceasing to provide a course of study' is set out in the definitions below.

In the event that CA ANZ ceases to provide a course of study in which a domestic candidate is enrolled the candidate 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 tuition fee for any replacement units³ (this is known as the "**Course Assurance Option**");

OR

- b) a refund to the candidate of their unspent up-front payments for any unit that the candidate commences but does not complete because CA ANZ ceases to provide the course of study of which the unit forms part (this is known as the "**Tuition Fee Repayment Option**").

If CA ANZ ceases to provide a course of study, the Group Executive Education and Learning or delegate (the responsible officer) will send a candidate enrolled in the course of study a written tuition assurance offer (the **Offer**) advising the candidate of the options available under the tuition assurance arrangements. The Offer will include directions that the candidate must follow in order to notify the responsible officer of the choice they have made for each affected unit. The responsible officer will provide this offer within 20 business days after CA ANZ knows it has ceased to provide a course of study.

1 For the purpose of this document the term 'candidate.' has the same meaning as the term 'student'.

2 For the purpose of this document 'domestic candidate' includes Australian citizens or holders of an Australian permanent humanitarian visa and New Zealand domestic students as defined under Section 159 of the New Zealand Education Act 1989.

3 For the purpose of this document the term 'unit' has the same meaning as 'module', 'subject', or 'unit of study'.

COURSE ASSURANCE OPTION

The Second Provider identified by CA ANZ will make all the arrangements necessary to ensure that a candidate enrolled in that course of study is able to enrol in a similar course of study with that Second Provider.

If a candidate accepts a place in a course offered by a Second Provider the candidate will receive full credit for units of study completed towards the same or comparable qualification with the Second Provider without any requirement to pay the Second Provider any candidate contribution or tuition fee for any replacement units.

The Second Provider may have different contribution amounts or tuition fees to the amounts or fees the candidate would have paid for units of study which were part of the course of study that CA ANZ ceased to provide.

A candidate is not obliged to enrol in an offered course of study with a Second Provider under the Course Assurance Option. However, if the candidate enrolls with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with CA ANZ or to offer a replacement/s unit(s) free of charge.

TUITION FEE REPAYMENT OPTION

If a candidate chooses the Tuition Fee Repayment Option, CA ANZ undertakes to pay the candidate the total of any up-front tuition fee payments already paid by the candidate for any units of study the candidate has commenced but not completed, this being the unspent amount.

DEFINITIONS

For the purposes of this document the following definitions apply.

Candidate means a person enrolled in the accredited Graduate Diploma of Chartered Accounting qualification and has the same meaning as student.

Domestic Candidate means, for the purpose of this Statement, Australian citizens or holders of an Australian permanent humanitarian visa and New Zealand domestic students as defined under Section 159 of the New Zealand Education Act 1989.

Ceasing or ceases to provide a course of study means no longer offering a coherent sequence of subjects of study / subjects leading to the award of a higher education qualification. Courses of study are sometimes known as 'courses'.

Similar course of study means a qualification which is comparable to a Level 8 award course under the Australian Qualifications Framework (AQF). This course may or may not be a CA ANZ accredited or other recognised course for the CA ANZ Chartered Accountant (CA) pathway or CA ANZ membership.

Unit has the same meaning as 'module', 'subject' or 'unit of study'.

Document History				
Date Approved	Date Commencing	Summary of Changes	Version	Date Next Review
27 April 2020	27 April 2020	Document establishment. Reviewed by Legal. Endorsed by Group Executive Education & Learning 23 April 2020.	1.0	April 2022