

## TUITION ASSURANCE REQUIREMENTS

### 1. *Statement of Course Assurance*

Sydney College of Divinity (ABN: 39 002 653 036) is a body corporate registered on the Australian Qualifications Framework in the states of New South Wales, Queensland, Western Australia, and Tasmania.

Under the provisions of the *Higher Education Support Act 2003* (HESA) and the associated HEP Guidelines, Sydney College of Divinity (SCD) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect students in the event that SCD 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: [http://www.backingaustraliasfuture.gov.au/guidelines/hep\\_guide.htm](http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm)

In the event that SCD ceases to provide a course of study in which a student is enrolled the student is entitled to either:

**Course Assurance Option** which is an offer of a place in a similar course of study with the Australian College of Theology (ACT) without any requirement to pay ACT any student contribution or tuition fee for any replacement units

**OR**

**Student Contribution/Tuition Fee Repayment Option** which is a refund of his or her up-front payments for any unit of study that the student commences but does not complete because SCD ceases to provide the course of study of which the unit forms part.

SCD has met the tuition assurance requirements of the HESA through its current membership of the Sydney College of Divinity Tuition Assurance Scheme (TAS).

The contact details for SCD are:

Director (Finance) – David Cheetham

**Email:** [davidc@scd.edu.au](mailto:davidc@scd.edu.au) **Tel:** 02 9889 1969 **Website:** [www.scd.edu.au](http://www.scd.edu.au)

**Location: Postal Address:**

Sydney College of Divinity, Suite G5/64 Talavera Road, North Ryde NSW 2113. PO Box 1882, Macquarie Centre NSW 2113

If SCD ceases to provide a course of study, a student enrolled in the course of study will be sent 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 the Australian College of Theology of the choice they have made for each affected unit. The ACT will provide this Offer within twenty business days after it knows, or should know by reasonable enquiries, that SCD has ceased to provide the course or study.

The course/s of study for which SCD has the Australian College of Theology's Tuition Assurance Scheme (TAS) membership are:

<b>Sydney College of Divinity</b>	<b>Australian College of Theology</b>
Diploma of Theology	Diploma of Theology
Diploma of Ministry	Diploma of Ministry
Diploma of Christian Studies	Bachelor of Theology
Advanced Diploma of Theology	Advanced Diploma of Theology
Advanced Diploma of Ministry	Advanced Diploma of Ministry
Associate Degree of Christian Thought and Practice	Bachelor of Theology
Bachelor of Theology	Bachelor of Ministry
Bachelor of Arts (Philosophy)	Bachelor of Christian Studies
Bachelor of Theology	Bachelor of Theology
Bachelor of Theology (Honours)	Bachelor of Ministry (Honours)
Bachelor of Theology (Honours)	Bachelor of Theology (Honours)
Graduate Certificate in Theological Studies	Graduate Diploma of Theology
Graduate Certificate in Arts	Graduate Diploma of Christian Studies
Graduate Diploma of Arts	Graduate Diploma of Divinity
Graduate Diploma of Arts	Graduate Diploma of Christian Studies
Graduate Diploma of Arts	Graduate Diploma of Theology
Graduate Diploma of Arts	Graduate Diploma of Ministry
Master of Arts	Master of Arts in Christian Studies
Master of Arts (Honours)	Master of Theology
Master of Divinity	Master of Divinity
Master of Theology	Master of Arts in Theology
Master of Theology	Master of Arts in Ministry
Master of Theology (Honours)	Master of Theology
Master of Theology (Honours)	Master of Ministry
Doctor of Ministry	Doctor of Ministry
Doctor of Theology	Doctor of Theology
Doctor of Philosophy	Doctor of Theology

A student may choose either the Course Assurance Option OR the Student Contribution/Tuition Fee Repayment Option.

### **Course Assurance Option**

If a student accepts a place in a course offered by the Australian College of Theology as named above, the Australian College of Theology will offer the student the option of all necessary arrangements being made to ensure the student is able to enrol in a similar course of study with the Australian College of Theology. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay that the Australian College of Theology any student contribution or tuition fee for any replacement units. A student will receive full credit from the Australian College of Theology for any units of study successfully completed at SCD.

The Australian College of Theology 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 SCD ceased to provide. A student is not obliged to enrol in a course of study with the Australian College of Theology under the Course Assurance Option. However, if he/she enrolls with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with the SCD or to offer a replacement/s unit free of charge.

### **Student Contribution/Tuition Fee Repayment Option**

If a student chooses the Student Contribution/Tuition Fee Repayment Option, SCD 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.

### ***2. Method of Publishing the Statement***

The above Statement will be published in the following ways:

The SCD website [www.scd.edu.au](http://www.scd.edu.au)

The *SCD Handbook* – this is available on the SCD website

Each Member Institution's website

### ***3. How Enrolling Students will be Informed***

All Application and Enrolment Forms provided at each of the SCD's Member Institutions will contain the statement that the Sydney College of Divinity has Course Assurances in place and that the provisions may be read at any of the three above-mentioned locations.