Tuition Assurance Policy

1. Accreditation Status

1.1 Carnegie Mellon University Australia is committed to maintaining its status as a Higher Education Provider (HEP) under the Higher Education Support Act (2003) (HESA) and as a CRICOS registered provider under the Education Services for Overseas Students Act (2000) (ESOS). One of the requirements under these regulatory frameworks is to provide tuition assurance arrangements for students enrolled in courses offered by Carnegie Mellon University Australia.

1.2 The purpose of the assurance arrangement is to protect students in the unlikely event that Carnegie Mellon University Australia ceases to provide a course of study. In such an event the College will offer the following options to the enrolled students:

1.2.1 Enrol in a similar course of study at another higher education institution, and receive full credit towards a comparable course of study for any units successfully completed at Carnegie Mellon University Australia. This is known as the Course Assurance Option; OR
1.2.2 Receive a refund equivalent to any student contribution amount or tuition fee paid for any undelivered units of study. This is known as the Student Contribution/Tuition Fee Repayment Option.

Carnegie Mellon meets the Course Assurance Option through an agreement with Flinders University by which students could complete their course of study at Flinders University, should the Carnegie Mellon University Australia cease operation. Under this agreement students would receive full credit for units of study successfully completed at Carnegie Mellon University Australia.

If Carnegie Mellon University Australia ceases to provide a course of study in which a student is enrolled, a student may always transfer to the Heinz College at Carnegie Mellon University main campus located in Pittsburgh, Pennsylvania.

For the Tuition Assurance purposes, Carnegie Mellon maintains membership with the Australian Council for Private Education and Training (ACPET). This membership includes both Australian Student Tuition Assurance Scheme (ASTAS) and Overseas Student Tuition Assurance Scheme (OSTAS). ACPET contact details are as follows:

Box Q1076, QVB PO, Sydney NSW 1230
Telephone: (02) 9264 4490
Facsimile: (02) 9264 4550
Email: acpet@acpet.edu.au
Web: http://www.acpet.edu.au/

Should Carnegie Mellon University Australia cease to provide a course of study, ACPET will send an enrolled student a Written Tuition Assurance Offer (the Offer) advising 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 Carnegie Mellon has ceased to operate.

1.3 The courses insured under ASTAS tuition assurance scheme:

• Master of Science in Information Technology (Management)
• Master of Science in Public Policy and Management (3 semester track)
• Master of Science in Public Policy and Management (5 semester track)

The courses insured under OASTAS tuition assurance scheme:

• 057780G Master of Science in Information Technology (Management)
• 056767A Master of Science in Public Policy and Management (3 semester track)
• 057780G Master of Science in Public Policy and Management (5 semester track)

2. The Course Assurance Option

If a student accepts a place in a course offered by ACPET, ACPET will take care of the necessary arrangements to ensure a student is able to enrol in a similar course of study with another provider. The offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the other
provider student contribution or tuition fee for replacement units. A student will receive full credit from the other provider for units successfully completed at Carnegie Mellon.

A student is not obliged to enrol in a course of study with a 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 Carnegie Mellon or to offer a replacement/s unit free of charge.

3. 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 paid by the student for units of study the student has commenced but not completed.

4. SLE/FEE-HELP remission

Students selecting the Student Contribution/Tuition Fee Repayment Option will have SLE or FEE-HELP balance/s re-credited for uncompleted units