

1. Purpose

The purpose of this document is to provide guidelines to Opengate Institute stakeholders to ensure that the institute, comply with the Tuition Assurance requirements and expectations.

2. Scope

This policy applies to Students, who have accepted a place at the Institute and students currently enrolled at the Institute.

3. Responsibility

The Manager is responsible for the implementation and monitoring of this policy.

4. Definitions

Tuition Fee: The Tuition Fee is a compulsory academic fee payable by students for courses offered by the Institute. It includes course material fees and other applicable fees or cost.

Tuition Assurance: A tuition assurance arrangement, to protect student tuition fees if Opengate Institute ceases to provide a course of study in which a student is enrolled.

5. Policy Statement

Opengate Institute will comply with tuition assurance requirement under RTO Standard 2015 to protect student tuition fee paid in advance (if applicable) as set out in clause 7.3.

Opengate Institute does not require students to pay fees in excess of a total \$1500.

Opengate Institute fee policy is one of progressive payments with fees currently set at \$ \$1,290 per module. Payable 2 weeks before course commencement or commencement of sequential modules. Opengate Institute does not accept the full course payment.

6. Procedure to support Tuition Assurance implementation

6.1 Institute Default

Institute defaults when one of the following occurs:

- a. Institute fails to start the course on the agreed day and location
- b. Institute ceases to provide a course at the location any time after the course commences but before it is completed

In the event of Institute default:

Institute will discharge its obligations by providing options to students within 14 days after the default date. These obligations are:

1. Institute offers the affected students an alternative course date at Institute's expense and the students accept this offer in writing
2. Institute provides the students with a refund based on any unspent prepaid fees received by the institute.

6.2 Student Default

Student default occurs when:

- a. a course starts on the agreed date and at the agreed location, but the student does not commence studies and has not formally withdrawn
- b. the student withdraws from the course either before or after the course start date
- c. Institute refuses to provide the course to the student because of student non-payment of fees, breach of a condition or student misbehaviour.

In the event of student default, Institute will process refund in accordance to Tuition fee and Refund policy where applicable.

7. Written Agreement with Students

Opengate Institute will have written agreements with students that include:

- agreed start date course
- prepaid fee information
- length of study period including part-time and full time
- tuition fees for each study period/module
- approved units of study

Refund requirements in case of student default, that is, a requirement to refund a student in accordance with the written agreement within 4 weeks after receiving the written claim.