

Australian Guild of Music Education

Teach out Policy

Governing authority:	Academic Board
Responsible officer:	Program Director
Date of approval:	12th February 2018
Date of effect:	12th February 2018
Endorsed:	Governing Body
Review date	February 2021

Purpose

This policy outlines AGME's approach and procedures governing the management of course discontinuance, in the event that AGME ceases to operate as a higher education provider or ceases to offer a course of study.

Policy principles

The policy recognises:

1. AGME's commitment to ensuring that all students are not unduly disadvantaged in the event of course discontinuance;
2. AGME's responsibility to assist student transition or completion of their higher education qualification in the event of discontinuance;
3. Students are entitled to transparent and timely information to minimise distress and disturbance to a student's study and to ensure that outcomes in the event of discontinuance, are discussed, known and agreeable to students; and
4. AGME's responsibility to assist in identification of equivalent courses available for student transition;
5. AGME is committed to working with TEQSA and all other relevant bodies to ensure that AGME's processes for student transition and teach out meet regulatory requirements, and
6. AGME's responsibility to protect, assure and refund fees for teaching periods not undertaken due to course discontinuance.

Scope

This policy applies to all AGME higher education courses.

Procedures

In the event of course discontinuance and contingent on TEQSA approvals, AGME will determine the options available to students. These will include:

- Teach out of existing course
- Transition to equivalent course; and/or

- Refund of fees for teaching periods not undertaken

Teach out arrangements

As soon as AGME becomes aware that a course will be discontinued, all enrolled students and those with applications pending, will be contacted and notified. Students who wish to continue studying at AGME can continue their studies until the completion of the teach out period, which will be up to two years, pending approvals from TEQSA.

AGME will provide relevant information and support for students in teach out mode to assure completion or arrange transition for those students who will not be able to complete in two years;

Transition arrangements

In the event that a course is discontinued, AGME will identify equivalent courses offered at the same qualification level from higher education institutions. AGME will undertake to map learning outcomes, course content and graduate attributes of identified courses to determine choices for student transition. All students enrolled in a discontinued course will be personally contacted and invited to discuss, with the Program Director, options for transition.

If a student wishes to transition to an equivalent higher education course, AGME will provide support, information and assistance to each student to enable successful transition including but not limited to:

- Course applications and information
- Applications for credit and recognition of prior learning
- Advice and support where necessary in relation to re-location; and • Fee advice

Tuition Assurance

AGME has the following assurances for student tuition fees in the event of a course being discontinued:

1. For non-FEE-HELP students, a refund of all student payments of any unit of study that the student commences but does not complete due to AGME ceasing to provide the course in which the unit forms a part;

For non-FEE-HELP students, a refund of all student payments of any unit of study that the student has paid in advance but will not be commencing due to AGME ceasing to provide the course in which the unit forms a part;

AGME ensures and protects student fees paid in advance as part of its approach to financial management and controls, and can assure all students that in the event of course discontinuance, student fees will be available for refund.

2. For FEE-HELP students, the Commonwealth has taken over responsibility for tuition assurance as of 2018.

3. As AGME is not registered to offer higher education to international students, there are currently no tuition arrangements in place for international students.

Accountability

The Higher Education Committee has responsibility for the approval and implementation of this policy.

Review Procedures

This policy will be reviewed every three years by the Higher Education Committee or as anytime considered necessary by the Higher Education Committee or the Program Director.