

<p><b>Purpose</b></p>	<p>The purpose of this policy is to ensure that BPP Institute in delivering higher education courses to international students or prospective international students has placement and refund processes in place, in the case of provider or student default, and complies with its obligations as a CRICOS provider as outlined in Part 5—Tuition Protection Service of the <i>Education Services for Overseas Act 2000</i> (ESOS Act).</p>
<p><b>Scope</b></p>	<p>This policy applies to prospective and current students.</p>
<p><b>Policy Principles</b></p>	<p><b>1. General</b></p> <p>1.1. The Tuition Protection Service (TPS) is an Australian Government initiative that assists international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:</p> <ol style="list-style-type: none"> <li>a. complete their studies in another course or with another registered provider, or</li> <li>b. receive a refund of their unspent tuition fees.</li> </ol> <p>1.2. Section 5 of the Letter of Offer and Written Agreement provides further details on the TPS and provider default. This ensures that international students are well informed about the TPS prior to accepting an offer to study at BPP Institute.</p> <p><b>2. TPS Framework</b></p> <p>2.1. As required by the TPS framework, BPP Institute:</p> <ol style="list-style-type: none"> <li>a. meets its obligations under the ESOS Act including:             <ul style="list-style-type: none"> <li>• notifying the ESOS and                 <ul style="list-style-type: none"> <li>○ TPS Director via PRISMS of a BPP Institute provider default, notifying the students in writing, discharge its obligations and give notice of discharge of its obligations,</li> <li>○ TPS Director via PRISMS of a student default within 31 days, notify the student in writing, provide any applicable refund and notify of discharge,</li> <li>○ as soon as practicable to provide particulars of any breach of a student visa via PRISMS, even if the student has ceased to be an accepted student of BPP Institute;</li> </ul> </li> <li>• contributes annually to the TPS;</li> <li>• has the opportunity to place students who are referred to the TPS in a suitable alternative course;</li> <li>• is under no obligation to accept a student that has sought a placement following another provider's default.</li> </ul> </li> </ol>

### 3. TPS Fees and Levies

- 3.1. BPP Institute will ensure that all applicable TPS fees and levies are paid in a timely manner.
- 3.2. BPP Institute will ensure any information required by the TPS Director is supplied as required by the ESOS Act.

### 4. TPS Student Placement

- 4.1. BPP Institute will consider acceptance of students from another registered provider in accordance with the Admissions Policy and Procedure and the Advanced Standing Policy and Procedure.

### 5. Record Keeping

- 5.1. BPP Institute will keep current student records related to academic progress and contact details as outlined in the Attendance and Academic Progress Policy and Procedure.
- 5.2. BPP Institute will ensure that students update their contact details at least every six months to include address, mobile phone, personal emails etc. as outlined in the Admissions Procedure.
- 5.3. BPP Institute keeps and maintains up-to-date academic records as required by the BPP Institute academic policies and procedures.

### 6. Pre-paid Course Fees

- 6.1. BPP Institute will not require more than 50% of the student's total course fee before the student has begun the course.
- 6.2. BPP Institute will retain evidence in the form of the Written Agreement which includes a statement that 'A student can pay full fees if they wish to, but they are not required to pay more than 50% up front'.
- 6.3. The Written Agreement sets out course details and an itemised list of course fees the student has to pay including tuition fees, and refund arrangements.

### 7. Obligations Related to the Designated Account

- 7.1. BPP Institute will maintain a designated account which satisfies the following:
  - a. identified as 'the designated account' for initial prepaid tuition fees (for one or more units of study) until a student commences studies;
  - b. a normal bank account that allows deposits and withdrawals with an Australian authorised deposit institution;

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Reference: POL-048  
Status: Active  
Classification: Board  
Approved Date:  
Review Date: Dec 2025  
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	<ul style="list-style-type: none"><li>c. will be separate from the day-to-day operating account;</li><li>d. will be designated as the initial prepaid fees account;</li><li>e. that at all times there is a sufficient amount in the account to repay all tuition fees of non-commenced students;</li><li>f. is not available for the payment of other debts.</li></ul>
<b>Related Documents</b>	Admissions Policy Admissions Procedure Advanced Standing Policy Advanced Standing Procedure Assessment Policy Attendance and Academic Progress Policy Attendance and Academic Progress Procedure Fees, Charges and Refunds Policy Fees, Charges and Refunds Procedure Tuition Protection Service Procedure Letter of Offer and Written Agreement
<b><i>For Administrative Use Only</i></b>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer/s</b>	Chief Executive Officer
<b>Approved by</b>	Board of Directors
<b>Definitions</b>	See <a href="#">BPP Institute`s Glossary of Terms and Acronyms</a>

### ***Version History***

<b>Version No.</b>	<b>Approval Date</b>	<b>Amendment/s</b>
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>