



Tuition Assurance Policy

Document Control			
Version	Date	Authorised by	Change Description
1.1	8/1/2012	CEO	Continuous improvement
2.0	19/3/2012	CEO	Continuous improvement, updates to Org Chart
2.1	13/5/2012	CEO	Continuous improvement, updates to Org Chart
2016.1	06/12/2015	Carol Gibney	Reviewed in line with Standards for Registered Training Organisations 2015

Policy Statement

AAOWT will ensure that it provides fee protection in accordance with registration requirements for all students where AAOWT collects student's fees in advance.

AAOWT will ensure that this fee protection is always current and covers all registered courses across all registered facilities and for the total number of students enrolled. When new premises or courses are added or there is an increase to capacity requested (domestic or international numbers), the tuition assurance mechanisms in place will be reviewed to ensure that they remain current & sufficient.

In accordance with the Australian Quality Training Framework Essential Conditions and Standards for continuing registration AAOWT will may accept payment of no more than \$A1500.00 from each individual student prior to the commencement of the course. Following commencement of the course, AAOWT may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be which is attributable to tuition or other services yet to be delivered to the student does not exceed \$A1,500.00