

Course Discontinuation Policy and Procedure

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Purpose

This Policy and Procedure explains the approach of Australia Institute of Future Education (AIFE) in the event of course discontinuation. The primary aim is to safeguard student interests in the event that a course is discontinued.

Scope

This Policy applies to:

- all students enrolled at AIFE, and
- all AIFE courses.

Policy

Principles

Any proposed decision by AIFE to discontinue a course of study will be underpinned by:

- A sound rationale taking into consideration of an evidence-base including a range of stakeholder views
- Analysis including impact to financial viability and sustainability on AIFE
- Impacts on prospective and current students, to graduates and to staff
- Identification of risks such as reputational damage
- A teach out plan that safeguards student interests, ensures courses are appropriately resourced and which enables successful course completion in a timely fashion, and
- A communication plan that enables stakeholders, particularly impacted students and staff to make informed decisions including exercising rights under tuition refund policies.

In the event that AIFE decides to discontinue a course, AIFE will ensure that all impacted students will:

- Be provided with the opportunity to complete their course within a reasonable timeframe
- Offered the option of receiving a refund
- Be not unreasonably disadvantaged by the decision.

In some circumstances, and where relevant, it may be appropriate for AIFE to arrange that students transfer to an equivalent course at AIFE or another provider.

Procedure

Discontinuation of a course can be:

- Initiated by AIFE if a decision considers that the course is no longer relevant, strategically aligned to AIFE, or is financially viable. This would be a decision made by the AIFE Board of Directors in consultation with the Academic Board and senior management, or

- Initiated by an external accreditation decision of the course, or AIFE's registration as a higher education provider, as regulated by Tertiary Education Quality and Standards Agency (TEQSA).

The process to follow under the two above scenarios are different and are set out below:

Course Discontinuation initiated by AIFE	Course Discontinuation due to TEQSA
<p>The Chief Executive Officer (CEO) with input from the Dean will develop a proposal outlining the rationale for discontinuing delivery of a course supported by a Teach-Out Plan, which will include:</p> <ul style="list-style-type: none"> • An impact analysis and risk assessment • A communication plan, including a draft letter to students (and, if relevant, their university employer). <p>The proposal will be provided to the Academic Board for consideration with a final decision by the Board of Directors.</p> <p>If the Board of Directors approves the discontinuation of a course, the CEO must:</p> <ul style="list-style-type: none"> • Within 14 days of the Board of Directors' approval, submit a Material Change Notification to the Tertiary Education Quality and Standards Agency (TEQSA) • After receiving TEQSA confirmation of the Material Change Notification, notify students (and, if relevant, their university employer) and staff about the decision to discontinue delivery of the course. 	<p>If the course is discontinued due to a decision from TEQSA:</p> <ul style="list-style-type: none"> • New enrolments into the affected course will cease immediately • A communication plan is developed and consultation with stakeholders including students, stakeholders, and affected staff will be implemented • Public statements about the status of affected course to be published on AIFE's website. • Counselling and other support services offered to students or staff • Individual consultation with students and stakeholders to confirm financial matters including tuition refund.

Implementation of the Teach-Out Plan

AIFE's Teach-Out Plan will be implemented following discontinuation of an AIFE course, as follows:

- All students and stakeholders affected by the decision will be advised within 24 hours of the reasons for course discontinuation and the options available
- An information session will be organised for all students, staff and other key stakeholders.

- No new enrolments will be accepted once a decision or notification for course discontinuation is confirmed.
- Monitoring of student progression and identification of risks to ensure successful student outcomes.
- Maintenance of resources to deliver the course in teach out mode.
- The teach out period will be defined and approved and will not exceed two years.
- A dedicated nominated contact person for all enquiries related to the course discontinuation from individual student and other stakeholders.

Affected students who are unable to complete the course during the transition period, will be offered the following relevant options:

- Enrolment in an alternative AIFE course, at no additional charge to the student or the student's university employer, if applicable
- A refund of tuition fees under the *Fees and Refund Policy and Procedure*.

Appeals

A student (or relevant representative) may appeal a decision made under this Policy and Procedure, under the *Student Appeals Policy and Procedure*.

Responsibilities

The CEO is responsible for:

- Liaising with the Dean concerning any proposals to discontinue a course
- Liaising with TEQSA concerning a course discontinuation, whether initiated by AIFE or TEQSA.
- Preparing and completing proposals for course discontinuation, including the Teach-Out Plan, in consultation with the Dean
- Overseeing student communication and support
- Implementing the Teach-Out Plan, in collaboration with relevant staff including the Dean
- Reporting to the Board of Directors as part of monitoring course discontinuation and teach out processes.

The Academic Board is accountable to the Board of Directors for:

- Advising the Board of Directors on academic matters, issues and risks on course discontinuation and teach out processes.

The Board of Directors is responsible for:

- Decision making on course discontinuation, overseeing teach out processes including assurance that resources are in place to maintain the quality and integrity of courses and outcomes as part of teach out processes.

Definitions

For the purpose of this Policy and Procedure, the following terms are defined as follows:

Course discontinuation	A decision to discontinue a course of study leading to circumstances that results in AIFE not accepting new student enrolments after a designated date
Teach-Out	The arrangements that apply to affected enrolled students when a course is discontinued and no new students are allowed to enrol

Version history

Version #	Changes	Approval Body	Approval Date
1.0	New Policy	Board of Directors	05 September 2022

Additional Information

Policy Status	Approved
Policy Owner	CEO
Next Review Date	3 years from Approval Date
Related Internal Documents	Course Monitoring and Review Policy and Procedure Fees and Refund Policy and Procedure Student Appeals Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2022	Standard 6.2.1i
Other legislative or regulatory instruments	Not applicable

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