Course Discontinuation Policy

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Approved by	Stanley College Academic Board
Authorised Officer	Dean - Higher Education
Supporting documents, procedures and forms of this policy	Course Discontinuation Procedure Refund Policy and Procedure Statement of Tuition Assurance
Related Legislation	Education Services for Overseas Students (ESOS) Act 2000 Higher Education Standards Framework 2015, Part A: Standard 6.2.1Ii) National Code 2018, Part B: Standard 6 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Audience	Public

1. PURPOSE

1.1. The purpose of this policy is to set out the principles governing the decision to discontinue Higher Education courses at Stanley College.

2. SCOPE

2.1. This policy applies to:

a. All accredited Higher Education courses of Stanley College under consideration for discontinuation;

b. All students enrolled in accredited Higher Education courses of Stanley College (including deferred students); and

c. All staff who have oversight for course discontinuation.

3. DEFINITIONS

Course	A single course leading to an Australian higher education award, which includes diplomas, bachelor's degrees and master's degrees.
Teach-out / Teaching-out	A situation where no new students can be enrolled in a course of study, and arrangements are in place to ensure that all existing enrolled students can either complete the course of study or transition to a mutually agreed course at no disadvantage to the student.

4. POLICY PROVISIONS

Principles

4.1. When a Higher Education course is suspended or discontinued, Stanley College will take all appropriate measures to transition students out of the course without disadvantage to the students.

4.2. These measures will include:

a. Teaching-out for students who were enrolled in the course at the time of the course closure;
b. Transferring them by mutual written consent into a revised course.
c. Transferring them by mutual written consent into a satisfactory alternative course; or
d. Providing a refund of any unspent tuition fees.

4.3. The *Course Discontinuation Procedure* outlines the process for Stanley College staff to follow in the event of a course being discontinued.