

APPLICATION



Application for Membership of TDA Higher Education Tuition Assurance Scheme

(for non-TAFE Institutes who are approved Higher Education Providers or are seeking HEP status)

All information is provided in strict commercial in-confidence and will not be seen by any Government department or any other TAFE Institution or other education provider.

Summary of information for Higher Education TAS membership

Provider name:

Name of CEO:

For which courses leading to an accredited higher education award are you seeking TAS membership? (Complete if applicable)

Example: B.Business in Accounting (3 year course)

What was your Institution's gross annual turnover in the past 12 months from domestic student tuition fees paid for those courses for which you are seeking TAS membership?

What was the total number of domestic students in the past 12 months, enrolled in fee paying higher education courses for which you are seeking TAS membership?

Upon approval of your TAS application, would you like any specific official/employee to be advised of your provisional TAS cover? If so, please provide the contact details below. *Please note that notification of TAS cover will be advised to DEEWR automatically. Please also note that initial membership will be provisional, to be confirmed once required due diligence is complete.*

Contact name:

Provider:

Email or fax:

Schedule of courses to be covered under the TDA Higher Education Tuition Assurance Scheme

| Title and course of study | Number of domestic students currently enrolled | Estimated number of total domestic students at commencement of FEE-HELP (for new HEP only) | Estimated number of students to use FEE-HELP | Annual course fee for a full time student \$ |
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Please provide details of the courses for which you are seeking TAS cover by completing the schedule below, and note that all details are required in order to process your application successfully.

Declaration and signature

I understand that the information submitted within this application has been provided on a confidential basis and will not be used by TDA for purposes other than meeting its statutory obligations as a Tuition Assurance Operator.

I acknowledge that all members of the TDA TAS are obliged to comply with the TDA Rules of Association and the TDA TAS Rules, and that failure to do so may result in the termination of membership.

I acknowledge that should my institution as a TDA TAS member cease to provide a course but continues to trade, shall be responsible for meeting the costs of any student relocations and/or costs of refunds under course closures.

I acknowledge that all information given within this application will be used to determine the correct level of TAS cover, and should this information change, acknowledge that it will be incumbent on me to advise details of any significant change.

For the purposes of considering this application for membership I give approval for TDA to make such enquiries with Commonwealth and/or state/ territory registration Authorities as deemed necessary.

I agree to have the Institution name incorporated in the membership list available to all TDA TAS members in the TDA TAS members only section of the website and in any CTDA TAS membership database provided to a third party as deemed appropriate by the TDA TAS Administration Committee..

I declare that the information provided in this application is true and complete and understand that TDA reserves the right to vary or reverse any decision on membership of TDA or tuition assurance cover based on incomplete or incorrect information.

Provider (applicant) name:

Authorised Officer:

Position or title:

Date:

Signature:

Witnessed by:

Position or title:

Date:

Signature:

Membership

TDA TAS Higher Education membership schedule for non-TAFE institutes Membership fee comprises a joint application and first year membership fee of \$12,000 plus GST may be paid by cheque or direct transfer. Please complete the relevant details below.

The TDA TAS membership fee is determined by your TDA membership category.

Cheque or Money Order (please make payable to "TAFE Directors Australia")

Direct transfer (BSB: 032 719, Account Number: 180 627)

Please send me a tax invoice for payment

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(Please note that a supplementary fee to cover pro-rata payment of TAS insurance premium will be invoiced and payable upon membership confirmation. Membership fees to be calculated pro-rata for how many months if and as applicable).

(The TDA TAS membership year runs from 1 July to 30 June every year)

This document forms a tax invoice for GST purposes when you make a payment. Please retain a copy for your records.

Where to send the application and what happens next?

Please send your completed application marked "Confidential" to:

Member Services

TAFE Directors Australia

PO Box 707 Broadway NSW 2007

Fax (02) 92817335

- > **On receipt of your application you will receive an email confirmation. Within a week, TDA Member Services will be in contact with you to directly advise of the application's progress.**
- > **Should you have any queries please contact TAFE Directors Australia Member Services on (02) 9217 3180.**