

Western Sydney Technology College

International Students Information Session

March 2024

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Case Management Team



Purpose of this meeting

- Inform students about how the Tuition Protection Service can assist
- Present information on visa matters
- Present information on getting a copy of your study record
- Identify other assistance available
- Show you how to use the TPS Online case management system



Western Sydney Technology College (Merage Group)

- Western Sydney Technology College closed on Monday 11 March 2024
- Western Sydney Technology College did not meet its obligations to students and the Tuition Protection Service (TPS) activated on Wednesday 13 March 2024
- We will be working to arrange for you to continue your studies with an alternative provider, or provide you with a refund of your unspent tuition fees



What is the Tuition Protection Service (TPS)?



www.tps.gov.au



Tuition Protection Service (TPS)

- Australian Government initiative within the Department of Education
- Student tuition fee protection scheme
- Supports students following an education provider closure by:
 1. arranging for students to continue their studies with an alternative provider
 - or**
 2. providing students with a refund of unspent tuition fees



TPS Operations Team



- Led by TPS Director
- Small team of around 16
- Located in Canberra



TPS Online system

- TPS Online is the system you will use to request and receive TPS assistance
- You can request a place with an alternative provider or request a refund in TPS Online
- We will show you how to use TPS Online later in this presentation
- TPS Online step-by-step instructions are on the TPS website



Continuing your studies with an alternative provider

- **Our priority:** To help you find a new education and training provider so you can continue your studies
- TPS Online contains a list of alternative courses at different providers nearby
- **You will need to contact the new provider to enrol** with them. The provider will upload an offer in TPS Online that **you will need to accept**. The TPS will pay what is owed to you by Western Sydney Technology College *directly to your new provider*
- If you have already enrolled at a new education provider, you can receive a refund of your unspent tuition fees from the TPS through TPS Online
- Alternative courses may cost more or less than your current course. If costs are higher, you will need to meet those costs



Unspent tuition fees

- Unspent tuition fees are the fees that you paid to Western Sydney Technology College for education or training that you did not receive:

For example, if you paid for 10 weeks of tuition and only attended classes for 7 weeks, the remaining 3 weeks are your **unspent** tuition fees.

- The TPS can provide you with a refund of any **unspent tuition fees** that were paid to Western Sydney Technology College for your tuition
- If the TPS does not identify any suitable alternative courses for you, or if you have already enrolled at a new provider, you will receive a refund of your unspent tuition fees

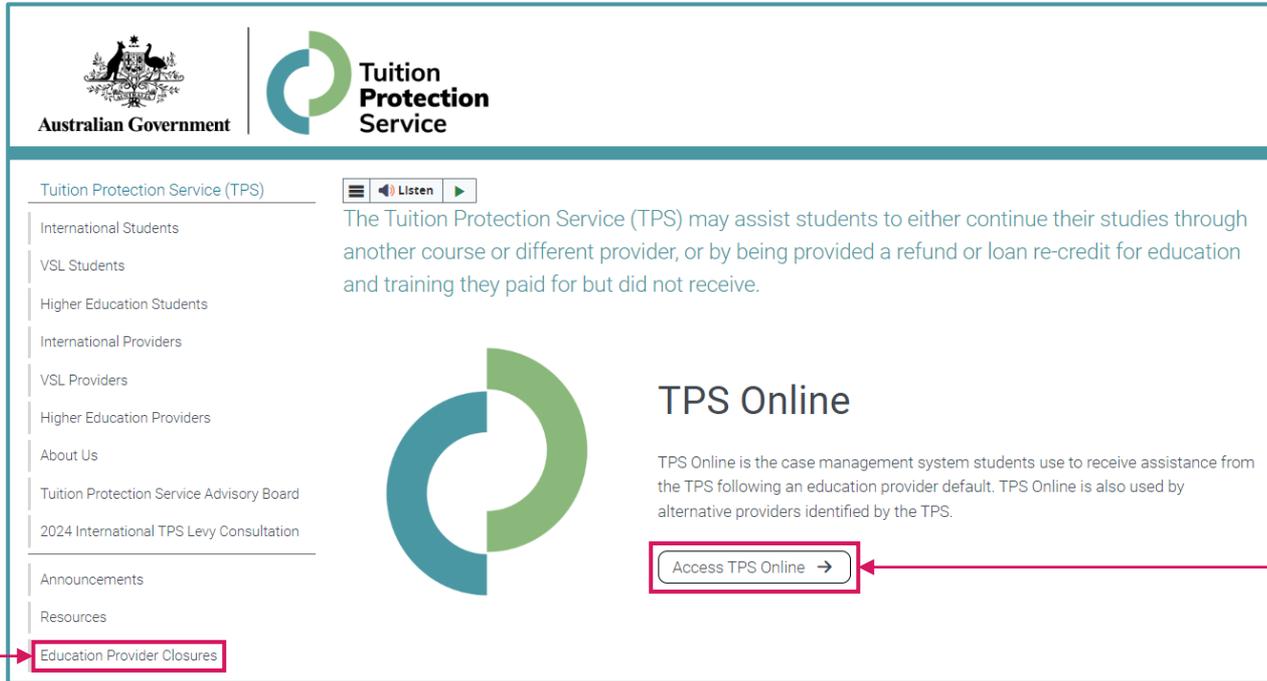


Unspent tuition fees

- Your refund can be paid to:
 - your personal bank account
 - another nominated bank account (e.g. a family member)
 - your new education provider (if you have secured a placement in an alternative course)
 - your education agent.
- If you would like your agent to receive your refund on your behalf, you must request and return an **Authority to Act** form by emailing support@tps.gov.au



TPS website: www.tps.gov.au



The screenshot shows the homepage of the Tuition Protection Service (TPS). At the top left is the Australian Government logo. To its right is the TPS logo, which consists of two interlocking circular shapes, one teal and one green, with the text "Tuition Protection Service" next to it. Below the logos is a navigation menu with the following items: International Students, VSL Students, Higher Education Students, International Providers, VSL Providers, Higher Education Providers, About Us, Tuition Protection Service Advisory Board, 2024 International TPS Levy Consultation, Announcements, Resources, and Education Provider Closures. The "Education Provider Closures" item is highlighted with a red box. To the right of the navigation menu is a "Listen" button with a play icon. Below the navigation menu is a large teal and green circular graphic. To the right of this graphic is the heading "TPS Online" and a paragraph of text: "TPS Online is the case management system students use to receive assistance from the TPS following an education provider default. TPS Online is also used by alternative providers identified by the TPS." Below this text is a button labeled "Access TPS Online" with a right-pointing arrow, which is also highlighted with a red box. A red arrow points from a text box on the right to this button. At the bottom of the page, there is a teal footer with a globe icon and the text "www.tps.gov.au".

Australian Government

Tuition Protection Service

Tuition Protection Service (TPS)

International Students

VSL Students

Higher Education Students

International Providers

VSL Providers

Higher Education Providers

About Us

Tuition Protection Service Advisory Board

2024 International TPS Levy Consultation

Announcements

Resources

Education Provider Closures

Listen

The Tuition Protection Service (TPS) may assist students to either continue their studies through another course or different provider, or by being provided a refund or loan re-credit for education and training they paid for but did not receive.

TPS Online

TPS Online is the case management system students use to receive assistance from the TPS following an education provider default. TPS Online is also used by alternative providers identified by the TPS.

Access TPS Online →

For TPS Online, click on ***Access TPS Online***

For information about the Western Sydney Technology College closure, click on ***Education Provider Closures***





Australian Government
Department of Home Affairs

Visa Matters

- Visa applications and status
- Visa Application Charge exemption
- Students under 18
- Work conditions
- Travelling home
- Contacts and further information





Australian Government
Department of Home Affairs

Information session on education provider closures

Department of Home Affairs

What will we cover?

- Visa applications and status
- Visa Application Charge (VAC) exemption
- Work conditions
- Travelling home
- Contacts and further information

What is my status?

- International student visa holders need to maintain enrolment in a course that is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at all times while in Australia.
- You can continue staying in Australia on your valid student visa if you enrol with another provider to study a course at the same level.
- Students affected by a provider default are afforded an extended period of three months in which to finalise a new enrolment.
- If you have a student visa application that has not yet been decided and your provider has closed, the Department of Home Affairs will contact you to request a new CoE from another provider. Your application will be assessed based on the new course you have chosen to study, and you will be afforded additional time to provide a new CoE.

Do I need a new visa?

- You will need to apply for a new student visa if:
 - You enrol in an alternative course, which will finish after the expiry date of your current student visa; or
 - You enrol in an alternative course that is at a lower Australian Qualification Framework (AQF) level than your previous course.
- You can check the expiry date of your student visa by viewing your visa grant notice or by using the Visa Entitlement Verification Online (VEVO) service at <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online/visa-holders>.

Do I need a new visa?

- The Visa Application Charge (VAC) will be waived for students affected by an education provider closure if you apply within 12 months.
 - You must hold a student visa, or your last substantive visa must have been a student visa.
 - When you apply let us know you have been affected by a provider default and attach evidence of your enrolment with the new education provider, such as your CoE.

Students under 18

- You must maintain welfare arrangements at all times as a condition of your student visa if you are under 18.
- If your education provider issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) to take responsibility for your welfare in Australia, you must seek alternative enrolment immediately and make alternative welfare arrangements.
- If you will turn 18 soon, you will still need to ensure you have appropriate arrangements in place until you turn 18.

Work conditions

Condition 8105 – Work restriction

- All student visa holders have this condition on their visa. Normally there are two main scenarios to consider:
 1. Study has started – *you can work 48 hours per fortnight*
 2. Study has not yet started – *you cannot work if you have not commenced your course, unless you held a visa when you applied for your student visa and your previous visa permitted you to work.*
- If you are on a Bridging visa (BV), you will need to refer to the conditions attached to your BV regarding work and other conditions

Travelling home and delays

- You can travel home and return to Australia while you arrange your enrolment and commencement in another course. You must have a valid student visa to enter Australia on your return.
 - If you have applied for a student visa and you are awaiting a decision, you must have a valid Bridging Visa B to travel.
- Students affected by a provider default have up to three months to finalise a new enrolment.
- If it takes longer than three months to finalise your enrolment, the Department of Home Affairs may further extend its special arrangements on a case-by-case basis. You must provide relevant information for consideration.

Further information and contacts

- Further information about your student visa:
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
- Queries or concerns about visa arrangements:
<http://www.homeaffairs.gov.au/>
- Specific information on education provider defaults:
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/education-provider-default>
- Global Service Centre: 9am-5pm Monday to Friday
In Australia: 131 881
Overseas: +61 2 6196 0196



Australian Government

Australian Skills Quality Authority

Australian Skills Quality Authority

- Getting a copy of your study record





Australian Government

Australian Skills Quality Authority

ASQA

When closing, a registered training organisation (RTO) is expected to issue:

- an Australian Qualifications Framework (AQF) testamur and record of results to any student who has completed the requirements of the relevant qualification, or
- a statement of attainment to a student who has not completed the requirements of a qualification, but has completed one or more units of competency.

You will need evidence of the competencies you have achieved to transfer and continue the rest of your training at another RTO. The easiest way to do this is to provide the new training provider with a statement of attainment.

If you have been unable to obtain either a statement of attainment or testamur, ASQA may be able to assist you with a letter and transcript confirming competencies that you have achieved. This confirmation is only possible if ASQA holds records of competency completion from the closed RTO.

www.asqa.gov.au/students/student-record

Contact details for ASQA

- www.asqa.gov.au/students/how-asqa-can-help-students
- www.asqa.gov.au/students/student-record
- **Phone from in Australia:** [1300 701 801](tel:1300701801) between 9am to 7pm (AEDT) Monday to Friday
- **Phone from outside Australia:** [+61 3 8613 3910](tel:+61386133910)



Study NSW

Study New South Wales

- Support for international students

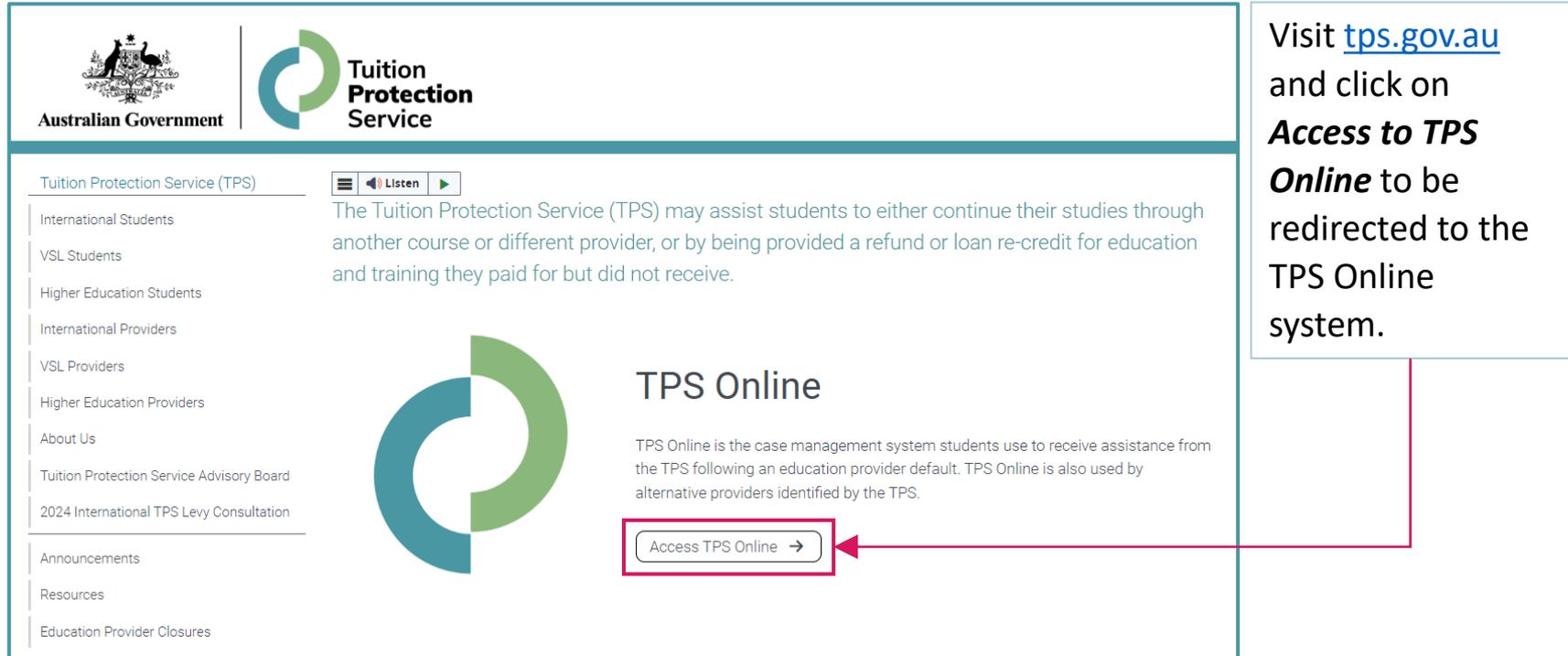




How to use TPS Online

- Accessing TPS Online
- Using TPS Online to receive assistance from the TPS
- Summary of tasks you must complete in TPS Online

TPS Online



The screenshot shows the homepage of the Tuition Protection Service (TPS). At the top left is the Australian Government logo. To its right is the TPS logo, which consists of two interlocking circular shapes, one teal and one green, forming a stylized 'P' or 'S'. Below the logo is the text 'Tuition Protection Service'. A navigation menu on the left lists various categories: International Students, VSL Students, Higher Education Students, International Providers, VSL Providers, Higher Education Providers, About Us, Tuition Protection Service Advisory Board, 2024 International TPS Levy Consultation, Announcements, Resources, and Education Provider Closures. The main content area features a 'Listen' button and a paragraph explaining that the TPS may assist students in continuing their studies through another course or provider, or by providing a refund or loan re-credit. Below this is a large version of the TPS logo and the heading 'TPS Online'. Underneath the heading is a paragraph stating that TPS Online is the case management system used by students for assistance after an education provider default. A button labeled 'Access TPS Online' with a right-pointing arrow is highlighted with a red rectangular box. A red arrow points from this box to a text box on the right side of the slide.

Australian Government | **Tuition Protection Service**

Tuition Protection Service (TPS) Listen

The Tuition Protection Service (TPS) may assist students to either continue their studies through another course or different provider, or by being provided a refund or loan re-credit for education and training they paid for but did not receive.

TPS Online

TPS Online is the case management system students use to receive assistance from the TPS following an education provider default. TPS Online is also used by alternative providers identified by the TPS.

[Access TPS Online →](#)

Visit tps.gov.au and click on **Access to TPS Online** to be redirected to the TPS Online system.



TPS Online: Log-in page

Australian Government

Tuition Protection Service

Student Login

Log in using the details that we emailed you

Username
student@student.com

Password
.....

Remember my username

log in

[Forgotten your username/password?](#)

Provider Login

Log in using your PRISMS credentials

Logon ID

Password

Remember my logon ID

log in

[Need a sample login to do testing?](#)

Log in using the username and password emailed to you from TPS Online.

If you have forgotten your log in details, click ***forgotten your username/password.***



TPS Online: Change your password

The screenshot shows the Australian Government Tuition Protection Service (TPS) website. At the top left is the Australian Government logo. The main heading is "Tuition Protection Service". Below it, the text "You are here: [Home](#)" is visible. On the right side, there is a "Welcome" message and two links: "[View/update my details](#)" and "[Change my password](#)". A dark button labeled "LOG OUT" with an arrow is also present. The main content area is divided into two columns. The left column has a teal header "Welcome to the TPS" and contains the following text: "The TPS can assist you to either:" followed by a bulleted list: "• complete your studies in another course or with another education provider; or", "• receive a refund of the unspent component of your tuition fees." Below this, it says "As you work through this process you may be prompted for the following information:" and lists three categories: "Proof of identity" (with bullet points: "• A valid passport or Australian driver's licence.", "• If you are under 18 years of age, proof of guardianship."), "Proof of payment" (with bullet points: "• A copy of the written agreement with your provider.", "• Copies of receipts, payment advice or bank statements."), and "Visa status" (with bullet point: "• Evidence of student visa."). The right column has a grey header "CHANGE YOUR PASSWORD" and a red-bordered button labeled "CHANGE PASSWORD". Below the header, the text reads "Your password needs to be changed."

You must ***change your password*** to continue.



TPS Online: Change your password

Australian Government
Tuition Protection Service

You are here: [Home](#) ► [Change password](#)

Help with this task	Enter new password
<p>Password change</p> <p>Your new password must have:</p> <ul style="list-style-type: none">at least fourteen (14) characters; andthree of the character types: uppercase, lowercase, numerals and symbols. Example: Password87% <p>You must also choose a question and enter the answer.</p> <p>When you click save you will be returned to your home page.</p>	<p>New password (required) <input type="password"/></p> <p>Confirm new password (required) <input type="password"/></p> <p>Security question (required) <input type="text"/></p> <p>Answer (required) <input type="text"/></p> <p>save</p>

- Enter your new password twice
- Choose a security question and answer
- Click **save**.

Your new password must have **fourteen (14) characters** including uppercase and lowercase letters, numbers, and symbols (e.g. !, \$ or #).

If your new password does not meet the criteria, you will see this message:

tuitionprotectionservice.test.idc.hosts.network says

VALIDATION ISSUES

Please address the following issues before continuing:

Your new password must have:

- at least 14 characters.

Please refer to the security rules on the change password screen.

OK



TPS Online: Home page

TPS Online: Home page

The screenshot shows the TPS Online Home page for The ABC School of Learning Pty Ltd. The page is titled "Tuition Protection Service" and includes a "Welcome" message. The user is logged in as "The ABC School of Learning Pty Ltd (CRICOS/RTO/TEQSA number)" with the trading name "The ABC School of Learning Pty Ltd".

TIPS TO BE COMPLETED

BROWSE ALTERNATIVE COURSES (highlighted in pink)

We have identified alternative courses that may be suitable for you. You are able to review the details of these courses and assess their suitability here by clicking the 'browse' button. If you need more details or are interested in enrolling in one of the courses we have listed, please contact that education provider.

If the education provider makes you an offer of a place in one of these courses you will be notified by email and asked to accept or decline the offer using the TPS system.

You have 14 days left to find an alternative course using the TPS system. After this time you may become eligible for a refund of your unspent tuition fees. If you think you need more time to find a placement, please contact the TPS.

If you require assistance with finding a course with an alternative provider, please contact the TPS via email at support@tps.gov.au or by phone on +61 1300 131 798.

If you are not interested in being placed by the TPS and think you are eligible for a refund, please [click here](#). Please note that this action cannot be undone.

Your home page will list any tasks you need to complete to progress your claim with the TPS.

Check your home page regularly for tasks to complete!



TPS Online: Your provider's obligation to you

YOUR PROVIDER'S OBLIGATION TO YOU

NEXT

It is important for you to know whether your previous education provider owes you any unspent tuition fees at the date the default occurred and, if this is the case, has the provider fulfilled its obligation to you.

To tell us about your provider's obligations to you, please click the "next" button to start.

It is important to know whether your provider owed you a refund of any unspent tuition fees at the date of the default and whether the provider fulfilled its obligations to you.

On your home page, click *next* on **YOUR PROVIDER'S OBLIGATION TO YOU**.



TPS Online: Your provider's obligation to you

Help with this task	Provider obligations								
<p>Provider obligations</p> <p>Please indicate whether your previous provider owed you any unspent tuition fees at the time the default occurred.</p>	<p>Your course details</p> <table><tr><td>Provider</td><td>The ABC School of Learning Pty Ltd (CRICOS/RTO/TEQSA number)</td></tr><tr><td>Course</td><td>Name of course you were enrolled in (course code)</td></tr><tr><td>Location</td><td>Campus name</td></tr><tr><td>Date of default</td><td>10 Jan 2023</td></tr></table> <p>Your provider's obligation to you At the date of default my provider...</p> <p>did not owe me unspent tuition fees</p> <p>owed me unspent tuition fees</p>	Provider	The ABC School of Learning Pty Ltd (CRICOS/RTO/TEQSA number)	Course	Name of course you were enrolled in (course code)	Location	Campus name	Date of default	10 Jan 2023
Provider	The ABC School of Learning Pty Ltd (CRICOS/RTO/TEQSA number)								
Course	Name of course you were enrolled in (course code)								
Location	Campus name								
Date of default	10 Jan 2023								

On the date of the default, did your provider owe you any *unspent* tuition fees?

- If you select ***owed me unspent tuition fees***, you will need to provide proof of payment documents.
- If you select ***did not owe me unspent tuition fees***, the financial assessment process will end. You will only be able to browse alternative courses.



TPS Online: Your provider's obligation to you

Outcome

- My provider has offered me a place in an alternative course at their own expense, which I have accepted.
- My provider has refunded all of my unspent tuition fees.
- My provider has only refunded some of my unspent tuition fees.
- My provider has not refunded any of my unspent tuition fees.

save

[Return to my home page](#)

Select the option that applies to you.

Click **save**.



TPS Online: Proof of your identity

PROOF OF YOUR IDENTITY START

For you to receive tuition protection assistance from the TPS, you are required to provide us with proof of your identity.

It is recommended you provide us with a scan or photo of your photographic identification - either your passport or driver's licence.

Before you start, you may need to scan documents and save them on your computer to upload.

Please click 'Start' to begin.

To receive any assistance from the TPS, you must provide proof of your identity. On your home page, click **start** on **PROOF OF YOUR IDENTITY**.



TPS Online: Upload your proof of identity document

Help with this task

Proof of identity

You need to prove your identity. The acceptable documents are a passport and/or a driver's licence.

If you are the guardian of a student under 18 years of age, you must also provide evidence of guardianship.

Note: You may need to scan your documents and save them to your computer first.

To upload a document:

1. click **Browse** to locate the document on your computer;
2. click **next** to upload the document and navigate to the next screen, where you will be able to upload another document.

Step 1 of 3 - Upload proof of identity document

Document

C:\fakepath\passport.pdf **Browse**

next

[Return to my home page](#)

You will need to upload a photo of your passport (preferable) or driver's licence from your device to prove your identity.

- Click **browse** and select the file you wish to upload
- Click **ok** and then **next**.



TPS Online: Review your proof of identity document

Help with this task

Proof of identity

All the documents you have uploaded for proof of identity are listed here.

This screen allows you to view and if required or delete documents. You can also add another document.

Step 2 of 3 - Review your proof of identity documents

Once you have finished uploading your proof of identity documents, please click next to continue.

Proof of identity document		view	delete
Name	passport.pdf		
Date uploaded	30 Jan 2023 10:30:19AM		

[Add another document](#)

next

[Return to my home page](#)

View the document you uploaded to make sure it is the right document.

If you have uploaded an incorrect document, click **delete** and then **add another document**.

If you are happy with the document, click **next**.



TPS Online: Submit your proof of identity document

Help with this task	Step 3 of 3 - Submit your proof of identity for assessment
<p>Proof of identity</p> <p>Read the declaration and click each checkbox to acknowledge that you have read and understand the statements.</p> <p>Once you submit your document/s, the TPS will review them and notify you via email when your proof of identity has been approved.</p>	<p>Once you are happy with the proof of identity documents you have uploaded please submit it for assessment.</p> <p>To view or change information you have already provided, use the link(s) below.</p> <p>Review the proof of identity documents I uploaded</p> <div data-bbox="625 470 1528 713" style="border: 2px solid red; padding: 10px;"><p>Declaration</p><ul style="list-style-type: none"><input checked="" type="checkbox"/> I declare that to the best of my knowledge, the information I provide is true and correct in every respect.<input checked="" type="checkbox"/> I declare that I will abide by the requirements of the TPS and associated legislative requirements.<input checked="" type="checkbox"/> I understand that giving false or misleading information is a serious offence.</div> <div data-bbox="625 740 1528 803" style="border: 2px solid red; padding: 5px; text-align: center;"><p>submit</p></div> <p style="text-align: right;">Return to my home page</p>

Read the declaration.

If you are happy to proceed, **tick all three boxes** and click **submit**.



TPS Online: Review your contact details

REVIEW YOUR CONTACT DETAILS REVIEW

Please click on the review button to view your contact details and make corrections if necessary.

The TPS will send you any notifications or requests using your contact details in TPS Online.

On your home page, click **review** on **REVIEW YOUR CONTACT DETAILS** to make sure your contact details are correct.

Tuition Protection Service Welcome

You are here: [Home](#) > [Review contact details - Step 1 of 2](#) [View/update my details](#) [Change my password](#) **LOG OUT**

Help with this task Step 1 of 2 - Review your details

Contact details
Your contact details must include at least one phone number, your email address and street address.
If the student is under 18 years of age, the guardian's contact details are shown.
If your contact details are incorrect or incomplete, please update your contact details.

Your contact details

Email	student@student.com
Australian mobile phone	None
Can contact by SMS	Yes
Other phone	None
Address	50 Marcus Clarke Street Canberra ACT 2600

update my contact details [Return to my home page](#)

Click **update my contact details**.



TPS Online: Update your contact details

Help with this task

Contact details

You must complete all required fields and at least one phone number.

When you have entered the correct details, click save at the bottom of the page.

Update your contact details

Contact details

Email (required)

Email (confirmation)

Australian mobile phone

Can contact by SMS

Other phone

Address

Country (required)

Address (required)

Suburb/City (required)

State (required)

Postcode (required)

save

[cancel](#)

Update your contact details and click **save**.



TPS Online: Review your contact details

Help with this task

Contact details

Your contact details must include at least one phone number, your email address and street address.

If the student is under 18 years of age, the guardian's contact details are shown.

If your contact details are incorrect or incomplete, please update your contact details.

Step 1 of 2 - Review your details

Are these contact details correct?

Email	student@student.com
Australian mobile phone	0412345678
Can contact by SMS	Yes
Other phone	None
Address	50 Marcus Clarke Street Canberra ACT 2600 Australia

yes, my contact details are correct

no, update my contact details

[Return to my home page](#)

After updating your contact details, you will be asked to confirm that they are correct.



TPS Online: Review your contact details

Help with this task

Personal details

Your contact details must include at least one phone number, your email address and street address.

If the student is under 18 years of age, the guardian's contact details are shown.

If your contact details are incorrect or incomplete, please update your contact details.

If your personal details are incorrect, please use the link to send an email to the TPS Administrator. You may be required to provide proof of changes to your personal details.

Step 2 of 2 - Review your details

Personal details

Name	Sample student
Gender	Male
Date of birth	01 January 2000
Country of birth	China
Nationality	China
Country of passport	China
Passport number	AB12345678
Visa effective date	30 June 2022
Visa end date	30 October 2024
Visa sub class	Student - Simplified Student Visa Framework (SSVF)
Enrolment (affected)	Affected enrolment (Code) Provider name (Code) Enrolment dates

yes, my personal details are correct

no, update my personal details

[Return to my home page](#)

If your details are correct, click **yes, my personal details are correct**.

If any of your details are incorrect, click on **no, update my personal details**. You will be advised to send an email to support@tps.gov.au.



TPS Online: Proof of payment

PROOF OF PAYMENT START

We need some further information from you to help us calculate your unspent tuition fees.

Please provide proof of payment for any tuition fees you paid that are directly related to the course. This may include documents such as receipts, bank statements or written agreements. Please include anything else you think might assist us. For example, additional information may include any email correspondence that you have had previously with your provider regarding a claim for refund.

If you are eligible for placement, you may be able to use this money towards the cost of placement in an alternative course, or get a refund if there is no suitable alternative available.

Please click the 'start' button to enter your proof of payment.

If your provider owes you a refund of unspent tuition fees, you must submit proof of payment documents.

On your home page, click **start** on **PROOF OF PAYMENT**.



TPS Online: Proof of payment

Help with this task	Step 1 of 4 - Review our payment information
<p data-bbox="160 325 334 342">Payment information</p> <p data-bbox="160 366 629 412">Please review our record of payments you have made to your provider and compare it with your own records.</p> <p data-bbox="160 448 654 521">We will ask you for a statement about your transactions with your provider and then we will ask you to upload documents that support your statement</p>	<p data-bbox="707 325 1760 383">Please review the payment information we have recorded in our systems. We need further information from you to complete our records.</p> <div data-bbox="707 419 1760 487"><p data-bbox="726 443 794 460">next</p></div> <p data-bbox="1528 487 1760 504">Return to my home page</p>

Payments you made to your provider may have been recorded in our systems.

Click **next** to review our payment information.



TPS Online: Proof of payment

Help with this task

Student statement

Use the statement to respond to our questions in your own words.

When you have finished your statement, click next to go to the next screen where you can upload documents that support your statement.

Step 2 of 4 - Statement by student

In your statement, please tell us about:

- Details of any payments you believe are incorrect.
- Details of any payments that are missing from our records.

You will be given the opportunity to upload documents to support your statement in the next step.

Student statement (required)

I paid \$2000 to my provider for my course on 28 November 2022 and I have not yet started it.

next

[Return to my home page](#)

In the student statement box, please provide:

- details about all payments made to your provider (and your agent, if applicable) for your course; and
- a brief explanation of your individual circumstances.

Click **next** to begin uploading documents to support your statement.



TPS Online: Proof of payment

Help with this task	Step 3 of 4 - Upload documents to support your statement
<p>Proof of payment</p> <p>You must upload documents that support the statement you have made.</p> <p>Documents can be reviewed or deleted before you submit your proof of payment.</p> <p>To upload your document:</p> <ul style="list-style-type: none">• click Browse to locate the document on your computer;• click next to upload the document and navigate to the next screen, where you will be able to upload another document.	<p>Please upload documents that support your statement. Documents may include:</p> <ul style="list-style-type: none">• receipts for payment or bank statements• your written agreement with your course provider• information about your student visa, for example your visa refusal letter• anything else you think might assist us, such as email correspondence you may have had with your provider regarding your claim for a refund <div data-bbox="620 576 1489 729"><p>Document</p><p>C:\fakepath\document.pdf Browse</p><p>next</p></div>

Click **browse** to select documents to upload from your device.

Refer to the following checklist to ensure you upload all of the required documentation.

This task will be returned to you to upload additional documentation if necessary.



TPS Online: Proof of payment document checklist

You must upload the following documents for the TPS to calculate your unspent tuition fees:

- Provider and bank receipts** for **all** payments made to your provider for your course
- Bank statements** showing **all** payments made to your provider for your course. Bank statements must indicate who owns the bank account.
- Letter of offer** outlining **all** payments due to your provider for your course
- Any other documentation** (e.g. emails) that will assist us in assessing your financial claim.

Do you have an agent? If you have an agent, you must upload the following documentation:

- Receipts or bank statements** for **all** payments made to your agent
- Receipts** for **all** payments your agent made to your provider on your behalf. You may need to contact your agent to obtain these.
- Agent commission statement** or **invoice**. You may need to contact your agent to obtain these.

Did you defer your course? If you deferred your course, you must upload the following documentation:

- Approval of deferment**
- Your **deferment form**



TPS Online: Proof of payment

Document
C:\fakepath\document.pdf [Browse](#)

next

Click **next** once you have uploaded all of the required documents.

Help with this task

Proof of payment

Review your proof of payment, upload further documents and make any changes

Once you submit your proof of payment, the TPS Administrator will start your financial assessment.

Step 4 of 4 - Review your proof of payment

Summary

Payments in our system:	View TPS record of payments
Your statement:	"I paid \$2000 to my provider for my course on 28 November 2022 and..." Change my statement
Document(s):	document.pdf View Delete Upload another document

submit

[Cancel my proof of payment](#)
[Return to my home page](#)

Review your statement and your proof of payment documents.

To make any changes, click **change my statement** or **upload another document**.

Click **submit** to upload your statement and proof of payment documents.



TPS Online: Apply for a refund

TASKS TO BE COMPLETED

APPLY FOR A REFUND APPLY

Click the apply button for a refund.

If the TPS determines that you are eligible for a refund of unspent tuition fees, you will need to apply for a refund.

On your home page, click ***apply*** on **APPLY FOR A REFUND**.



TPS Online: Apply for a refund

Help with this task

Apply for a refund

Refund application

Click **submit application** when you have entered all the details.

Refund details

Name	Student name
CoE	Course name
Refund amount	Refund amount

Transfer refund amount to my own bank account
 Transfer refund amount to my new provider's bank account

Bank account

Bank location
Australia

Account name *(required)*

BSB *(required)*

Account number *(required)*

submit application

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Select whether you would like the refund to be transferred to your own bank account or to your new provider (if applicable).

Provide the details of the bank account you would like your refund to be transferred to.

Check the information you have provided, then click ***submit application***.



TPS Online: Browse alternative courses

BROWSE ALTERNATIVE COURSES BROWSE

Help with this task

Alternative courses

Providers who have been selected to offer you with a placement are listed on this page. You also have the option to find other providers yourself.

Please contact the provider directly either by phone or email to discuss your eligibility for enrolment. If you are accepted into a course, the provider will send you an offer via the TPS system.

You must accept or decline an offer using the TPS system and only one offer can be accepted per enrolment.

Note: If the course you select has a higher tuition fee than the defaulted course, you will be required to pay the difference.

Browse alternative courses

Sort courses by: [Provider](#) [Location](#) [Field](#) [Duration](#) [Tuition fee](#) [Distance](#)

Show these courses on a map expand all

→ Example Course 1	more detail
→ Example Course 2	more detail
→ Example Course 3	more detail

On your home page, click **browse** on **BROWSE ALTERNATIVE COURSES** to view a list of suitable alternative course options.

Click on the course links to see information about the course and the contact details for the alternative provider.



TPS Online: Alternative provider contact details

Provider contact details

ABC School of Learning (01010A)

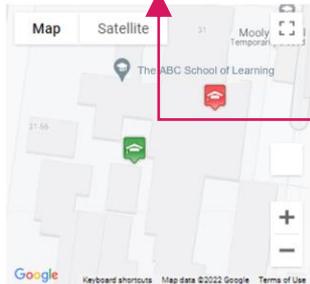
Providers who have been selected to offer you with a placement are listed on this page.

You are able to contact the provider directly, either by phone or email, to discuss your eligibility for enrolment. If you are accepted into a course, the provider will send you an offer via the TPS system.

You must accept or decline an offer using the TPS system and only one offer can be accepted per enrolment.

Note: If the course you select has a higher tuition fee than the defaulted course, you will have to pay the difference.

Telephone	03 12345678
Email	example@abclearning.vic.edu.au
Website	www.abclearning.com.au
Address	123 Sample Street NORTH MELBOURNE VIC 3051 Australia



[Return to my alternate courses list](#)

Example Course 1 (123456G)

Course details

Course name	Example Course 1 (123456G)
Course code	123456G
Course level	Senior Secondary Certificate of Education
Course language	English
Duration in weeks	312 wks
Total course fee	\$20,000
Location	NORTH MELBOURNE
State	Victoria
Dual qualification	No
Broad field of education	Mixed Field Programmes
Narrow field of education	General Education Programmes
Detailed field of education	General Primary and Secondary Education Programmes
Foundation studies	No
Work component	No
Distance from affected course (km)	54.62

Contact the new provider to request enrolment using the contact details provided.

Your new provider will upload an offer in TPS Online. **You must log into TPS Online and accept this offer.**



TPS Online: Summary of tasks



- ✓ Log in to TPS Online
- ✓ Change your password
- ✓ Indicate whether your provider owed you a refund of unspent tuition fees on the date of the closure
- ✓ Provide proof of your identity
- ✓ Update your contact details
- ✓ If your provider owes you a refund of unspent tuition fees, upload your proof of payment documents
- ✓ If you are eligible to receive a refund of unspent tuition fees, apply for a refund
- ✓ Browse the alternative course list and contact alternative providers to request enrolment
- ✓ View and accept your alternative course offer from your new provider
- ✓ Check your emails and TPS Online **regularly** for notifications and tasks to complete. **Be quick to respond to TPS requests!**





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support@tps.gov.au



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