Fair Treatment and Equal Benefits and Opportunity Policy

Policy Statement

Sage Institute of Education supports the concept of equal opportunity and is committed to providing all staff, students and potential students with a working and learning environment which values diversity, respects differences and provides an environment that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

Definitions

For the purposes of this document the following applies:

The Act refers to the Higher Education Support Act 2003

Student/s refers to all persons enrolled or seeking to enrol in a unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act who are, or would, be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

Potential Student/s refers to all persons seeking to enrol in a VET unit of study that meets the course requirements under subclause 45(1) of schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

Responsibility

It is the responsibility of the General Manager to ensure compliance with this policy.

Guidelines

Fair Treatment

Sage Institute of Education will treat fairly all students and potential students.

Student Selection

• Sage Institute of Education has open, fair and transparent procedures, based on merit for making decisions about:
  o The selection, from among potential students; and
  o The treatment of students.

• Potential students seeking to enrol in a VET unit of study with Sage Institute of Education, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same entry requirements and through the same process.

• The above undertakings do not prevent Sage Institute of Education taking into account, in decisions about the selection and treatment of students or potential students, educational disadvantages that a particular student or potential student has experienced or the fact that the student or potential student may be enrolled via a VET restricted access arrangement.
**Student Eligibility Requirements for VET FEE-HELP Students**

A Sage Institute of Education student may access a VET FEE-HELP loan if they:

- Are an eligible student who meets the citizenship and residency requirements:
  - An Australian citizen; or
  - A permanent ‘humanitarian’ visa holder who will be resident in Australia for the duration of their unit of study.

- Are enrolled in an eligible unit that contributes toward an eligible VET FEE-HELP course.

- Have not exceeded their VET FEE-HELP limit.

**Publication**

This Fair Treatment and Equal Benefits and Opportunity Policy will be made available to students and those seeking to enrol with Sage Institute of Education through publication on the company website: www.sage.edu.au.

**Status:** Updated Policy

**Key Stakeholders**

Career Advisors

Training Team

**Related Legislation**

Standards for Registered Training Organisations (RTOs) 2015

National Vocational Education and Training Regulator Act 2011

Disability Discrimination Act 1992

Disability Standards for Education 2005

Victorian Equal Opportunity Act 2010

Higher Education Support Act 2003

**Related Documents**

Student Admissions and Enrolment Process

Reasonable Adjustment Policy

RPL Policy

Recognition of AQF Qualifications Policy

Cancelations, Fees and Charges and Refunds Policy

Assessment Policy

VET FEE-HELP Information Booklet

**Date Effective:** October 2013

Updated March 2015

**Policy Author:** Academic Director