

Student TPS Acknowledgement Form

Form Reference	WEG_FRM_TPS_001	Version	2026.v01
Effective Date	1 July 2025	Review Date	1 July 2026
Issued By	RTO Manager — Wyatt Education Group	Status	Active — Mandatory Pre-Enrolment
Applies To	All International Students (Student Visa Subclass 500)	Linked Policy	WEG-POL-TPS-001 — TPS and Provider Default Policy

■ **MANDATORY** — This form must be completed and signed by the student **BEFORE** enrolment is confirmed. A signed copy must be retained on the student file. RTO Manager to countersign.

PART A — Student Details

Full Legal Name (as on passport)	Student ID (if allocated)
Date of Birth (DD/MM/YYYY)	Nationality / Country of Birth
Passport Number	Passport Expiry Date (DD/MM/YYYY)
Residential Address in Australia	
Email Address	Mobile Phone Number
Emergency Contact Name	Emergency Contact Phone

PART B — Enrolment Details

Course Enrolled In		
CRICOS Course Code	Expected Start Date (DD/MM/YYYY)	Expected End Date (DD/MM/YYYY)
Total Tuition Fee (AUD)	Application Fee Paid (AUD)	

Pre-paid Tuition Cap:

Wyatt Education Group confirms that prepaid tuition fees collected prior to course commencement will not exceed **AUD \$1,500** per student, in accordance with ESOS Act 2000 and WEG-POL-TPS-001.

PART C — What is the Tuition Protection Service?

The **Tuition Protection Service (TPS)** is an Australian Government initiative under the **ESOS Act 2000 (Part 5A, ss.46A–46P)** that protects your prepaid tuition fees if Wyatt Education Group is ever unable to deliver your enrolled course (a "provider default").

What TPS means for you	Details
Your fees are protected	If Wyatt cannot deliver your course, TPS ensures you receive a placement in an equivalent course OR a full refund of unused tuition fees.
No cost to you	Annual TPS levies are paid by Wyatt Education Group. You do not pay anything to access TPS protection.
Automatic protection	You are covered automatically upon enrolment. No action required from you unless a default occurs.
14-day resolution	Wyatt must arrange re-placement or refund within 14 calendar days of a provider default (ESOS Act 2000 s.46D).
TPS Director contact	If a default occurs, the TPS Director will contact you within 10 business days. You can also contact TPS directly: www.tps.gov.au 1300 338 362

PART D — Student Declarations

By signing this form, I confirm that I have received, read, and understood the following:

<input type="checkbox"/> I have read and understood the WEG-POL-TPS-001 — TPS and Provider Default Policy and understand my rights under the Tuition Protection Service.	<input type="checkbox"/> I understand that Wyatt Education Group will not collect more than AUD \$1,500 in prepaid tuition fees prior to my course commencement.
<input type="checkbox"/> I understand that if Wyatt Education Group is unable to deliver my enrolled course, the TPS Director will contact me with options for re-placement or refund.	<input type="checkbox"/> I understand that I may contact the TPS Director directly at www.tps.gov.au or by calling 1300 338 362 if a provider default occurs.
<input type="checkbox"/> I understand that TPS protection is automatic upon enrolment and there is no additional cost to me for this protection.	<input type="checkbox"/> I understand that my tuition fees are held in a designated account until I commence my course, in accordance with ESOS Act 2000 ss.28–29.
<input type="checkbox"/> I have received a copy of the Written Agreement and understand the refund schedule (refer to WEG-POL-REF-001 — Refund Policy).	<input type="checkbox"/> I understand I may raise any questions about TPS or my enrolment with the Student CRM Manager: k.reddy@wyatt.nsw.edu.au +61 477 627 677 .

PART E — Signatures

Student Signature	Authorised WEG Representative Signature
Full Name: _____	Full Name: _____
Signature: _____	Signature: _____
Date: _____ (DD/MM/YYYY)	Date: _____ (DD/MM/YYYY)

PART F — Office Use Only

Date Form Received:	Received By (Staff Name):	Student File Updated: ■ Yes ■ No
CoE Issued: ■ Yes ■ No	Enrolment Agreement Signed: ■ Yes ■ No	Scanned to Student File: ■ Yes ■ No

Notes / Comments (Office Use):

***Acknowledgement of Country** — Wyatt Education Group acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to the Elders past, present and emerging.*