

7 March 2017

To All Students

Dear Sir/Madam

**Australian Careers Institute Pty Ltd
(Administrators Appointed)
ACN 129 234 920
Trading as Sage Institute of Aged Care
Trading as Sage Institute of Education
Trading as Sage Institute of Massage
Trading as Sage Institute of Child Care
Trading as Sage Institute of Fitness**

**24 Hours Fitness Pty Ltd
(Administrators Appointed)
ACN 080 352 334**

**Cyberlife Pty Ltd
(Administrators Appointed)
ACN 074 986 897**

**Nexus Institute Pty Ltd
(Administrators Appointed)
ACN 112 916 944
Trading as WYN Institute**

**Cyberfit Pty Ltd
(Administrators Appointed)
ACN 085 356 618**

**ACN 162 266 668 Pty Ltd
(Administrators Appointed)
ACN 162 266 668
(Formerly known as
Sage Institute of Education Pty Ltd)**

**Cyberscene Pty Ltd
(Administrators Appointed)
ACN 074 770 013**

**The Institute Pty Ltd (Administrators
Appointed)
ACN 129 227 872**

(the "Group")

As you may be aware, John Lindholm and I were appointed Administrators of the Group on 8 February 2017 with the exception of The Institute Pty Ltd to which we were appointed on 10 February 2017 pursuant to Section 436A of the Corporations Act 2001 (**the Act**).

Unfortunately, we have not received a Deed of Company Agreement proposal to allow the Group to continue across Australia. Therefore, the Administrators regret to advise that the Group has **ceased to trade in Sydney and Brisbane, effective as at 7 March 2017**.

We are still exploring opportunities with regard to Victorian students and accordingly all **Victorian classes are suspended for seven days effective immediately**. We expect to confirm the outcome to students within the week.

The Administrators will be working with the Australian Skills Quality Authority (**ASQA**) and the Australian Council for Private Education and Training (**ACPET**) to determine the current position of the students and the assistance that will be made available going forward. This

SYDNEY
MELBOURNE
ADELAIDE
BRISBANE
PERTH
KUALA LUMPUR
SINGAPORE

Affiliated through:
Zolfo Cooper
CARIBBEAN
UNITED STATES
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CHINA
HONG KONG

will likely include assistance to transfer to another provider to complete your course should you wish to do so or the re-crediting of any VET FEE HELP loans.

The Group is a member of ACPET's Tuition Assurance scheme. This is a scheme that provides support to students of closed colleges as per government guidelines. ACPET will shortly (in the next 3 to 4 business days) be contacting all affected students to outline their options moving forward. This includes:

- Placing them with another training provider of the student's choice;
- Arranging re-credits of VET FEE HELP loans; and / or
- Coordinating refunds of amounts paid to the Group.

The following information has been made available for each class of student.

Students with a VET FEE HELP and Fee for Service placement

If you are a student who, has entered into a training program with support from the Federal Government's VET FEE HELP scheme or, has supported yourself through a learning program by paying fees directly to the Group (Fee for Service), you will shortly hear from ACPET. ACPET will want to speak to you about your options going forward. Please note that members of ACPET hold Tuition Insurance which provides support to you and your learning program moving forward.

Students with State Government supported places

Some of the students of the Group were supported through their program of learning by State Government. If this is the case, then you will be contacted by ACPET as well to provide advice on your next steps.

Students that are school based apprentices or trainees

There are a number of secondary school students that are undertaking their school based apprenticeship/traineeship through the Group. If you are a Victorian High School Student doing a school based apprenticeship and traineeship with Nexus or Australian Careers Institute, please contact 1300 722 603. This will put you through to the team at the Victorian Registration and Qualifications Authority (VRQA) who will connect you through to the right Apprenticeship Network Provider – Apprenticeships Matter - who can provide support to select a new training provider to continue training.

The following are some frequently asked questions by students.

I'm halfway through my course, what happens now?

We will endeavour to provide Statements of Attainment and Certificates during the administration period so long as resources are available. Please note that certificates will be subject to the finalisation of outstanding fees.

Will my certificate still be recognised?

Yes, certificates attained from the Group will still be a recognised accreditation.

I've not finished my course; am I still liable to pay for it?

Students may still be liable to pay for the portion of the course that has been delivered. The Administrators will be in contact with those effected in separate correspondence.

Thank you for your consideration of this correspondence. We appreciate that this can be a difficult time for students and their families and that you will have many questions. Please feel free to review the following information which, we believe will be of assistance:

- ACPET Activations - <http://www.acpetactivations.com.au/>
- Federal Government Study Assist Website FAQs - <http://studyassist.gov.au/sites/studyassist/helpfulresources/faqs/pages/faqs>

Should you have any further queries regarding an on-going course or re-funding fees, please contact the ACPET Activations Team on 1800 875 474 between 9am and 5.30pm AEST Monday to Friday. Students can also email support@acpetstudentservices.com.au.

Should you have any further queries regarding the administration, please contact Ferrier Hodgson on 03 9604 5609 or at acistudents@fh.com.au.

Any further information will be provided and made available on the Ferrier Hodgson website at: <https://www.ferrierhodgson.com/au/creditors/australian-careers-institute-pty-ltd-and-associated-entities> as available.

Yours faithfully



George Georges
Voluntary Administrator