

10 March 2017

To All Victorian 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, the Deed of Company Arrangement (**DOCA**) proposal that would have allowed the Victorian division to continue to trade has not been received. Therefore, the Administrators regret to advise that operations in Victoria have ceased, effective as at 10 March 2017. Accordingly, all work placements arranged under an agreement with the Group are to cease immediately and we request that you notify your work placement hosts.

The Administrators will be working with the Australian Skills Quality Authority (**ASQA**), the Australian Council for Private Education and Training (**ACPET**) and the Victorian Department of Education and Training to determine the current position of the students. Going forward, all students will be provided with assistance regarding their enrolment.

The likely form of assistance to be provided by ACPET will include a combination of the following:

- Placing students with another training provider of their choice;
- Arranging re-credits of VET FEE HELP loans; and
- 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. Members of ACPET hold Tuition Assurance. It is this assurance that will provide 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 the State Government. If this is the case, then you will be contacted by the Victorian Department of Education and Training to provide advice on options to continue your training. Any State funded student who wants to discuss their training options can call the Victorian TAFE and Training Line on 131 821 or email tafe.courseline@edumail.vic.gov.au for support.

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 in contact with the team at the Victorian Registration and Qualifications Authority (**VRQA**) who will connect you through to the right Apprenticeship Network Provider – Apprenticeships Matter. This agency is able to provide support to SBAT students wishing to select a new training provider and continue their 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?

To the extent that the course was delivered, students may be liable to pay an amount that represents this. The Administrators will be in contact with those effected in separate correspondence.

I am currently undertaking work placement; can I continue?

All work placements arranged under agreements with the Group must cease immediately. Students will no longer be covered by the Group's insurance. We request that you please notify your work placement host that you are no longer able to attend under the agreement with the Group.

On transfer of your studies to another RTO, you may wish to re-engage with your work placement host. You will need to seek advice from the RTO to which you transfer in this regard.

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