

## Review and Approval of Tuition Fees for International Students, Fee-Paying Domestic Post-Graduate Students and Non-Award and Continuing Education Students Procedures

<b>Approving authority</b>	Academic Registrar
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<b>TRIM document</b>	2016/0000121
<b>Description</b>	These procedures support the Fees and Charges Policy. They set out the process for: updating the standard fee schedules each year, setting the fee for a new program, changing the fee for a program from one standard fee level to another, approving a non-standard fee for a program and approving a variation to a standard program fee.

### Related documents

[Fees and Charges Policy](#)

[Fees and Charges Policy - Schedule B: Fees for International Students](#)

[Fees and Charges Policy - Schedule C: Fees for International Study Abroad Students](#)

[Fees and Charges Policy - Schedule D: Student Contribution Charges](#)

[Fees and Charges Policy - Schedule E: Fees for Undergraduate Students \(Non-international\)](#)

[Fees and Charges Policy - Schedule F: Fees for Postgraduate Students \(Non-international\)](#)

[Fees and Charges Policy - Schedule G: Fees for Non-award and Continuing Education Students](#)

[Initial Program Proposal](#)

[\[Student Fees and Charges Policy\]](#) [\[Procedure for Approving Fees for International Student Fees And Domestic Undergraduate and Postgraduate Student Fees\]](#) [\[Procedure for Non-Award and Continuing Education Fees\]](#)

## 1. STUDENT FEES AND CHARGES POLICY

The Fees and Charges Policy delegates the authority for the approval of fees for international students, for domestic undergraduate and post-graduate students and for non-award and continuing education students to the Vice Chancellor. The approved fees are presented in Schedules B, C, E, F and G of the Fees and Charges Policy in the form of sets of standard fee bands. The link of a particular program to an approved fee band is recorded in the Student System and is displayed on the Fees and Charges web site and may be accessed via the Program Catalogue.

This document sets out the procedures for:

- Updating the standard fee schedules each year
- Setting the fee for a new program
- Changing the fee for a program from one standard fee level to another
- Approving a non-standard fee for a program
- Approving a variation to a standard program fee.

The procedures are generally consistent between the fee categories, but there is a different Responsible Officer for each fee category, as follows:

Fee category	Responsible Officer	Advice to Vice Chancellor / Executive Group through -
International student fees (Schedules B and C)	Vice President (Global)	Deputy Vice Chancellor (Academic)
Domestic Undergraduate student fees (Schedule E)*	Academic Registrar	Deputy Vice Chancellor (Academic)
Domestic Postgraduate student fees (Schedule F)	Academic Registrar	Deputy Vice Chancellor (Academic)
Non-award and continuing education fees (Schedule G)	Academic Registrar	Deputy Vice Chancellor (Academic)

\* For existing programs in which there are continuing students

## 2. PROCEDURE FOR APPROVING FEES FOR INTERNATIONAL STUDENT FEES AND DOMESTIC UNDERGRADUATE AND POSTGRADUATE STUDENT FEES

(The time line gives the latest desirable dates. Responsible officers may initiate processes earlier if they wish.)

### 2.1 Annual Update of Fee Schedules

September (year minus 2 - eg Sept 2008 for 2010)

Responsible Officer reviews the fee schedule and formulates advice on changes to the fee schedule for the next year, taking account of market response to current fees, competitor fee levels, Government minimum fees, etc.

October (year minus 2 - eg Oct 2008 for 2010)

Draft proposal for changes in fee schedules circulated by Responsible Officer for comment by:

- Academic PVCs, Deans and Heads of School, Group Resource Managers
- Vice President (Corporate Services), Chief Financial Officer, Director, Student Administration

The fee schedules will be accompanied by tables indicating the link between programs and the standard fee bands.

Feedback is permitted until 15 November. Feedback may be in form of suggesting different values for fee bands and/or for moving a program from one fee band to another.

On 1 December, taking account of feedback where applicable, the Responsible Officer ensures that fee increases are compliant with Commonwealth legislation and prepares final advice to Executive Group on fee schedules to be approved for the coming year and for programs to be moved to a different fee band.

Executive Group approves final fee schedules by 15 December.

Approved fee schedules provided to:

- Responsible Officer, for advising Heads of School and Deans, staff in their office and publications for which they are responsible.
- Director, Student Administration, for updating schedules on web, Program Catalogue and Student System
- Chief Financial Officer for budget modelling.

### 2.2 Setting of Fee for a New Program

When a new program is proposed, the proposing School nominates the standard fee bands which should apply to the program. This nomination is made either on the basis of the fee which applies to related programs or on the basis of the School's own assessment of the appropriate market level of the fee and/or the costs of conducting the program. The proposing

School may seek the advice of the Responsible Officer to assist in nominating the appropriate fee bands.

The proposing School documents the nominated fee bands in the Initial Program Proposal, providing the Fee Category (which is the label identifying the standard fee band), the fee per credit point and the fee per academic year.

The Academic Services Officer in Academic Services forwards the Initial Program Proposal to the Responsible Officer, who checks the nominated fee bands. If the Responsible Officer believes that the nominated fee bands are not appropriate, they raise their concerns with the relevant School, and advise the Academic Services Officer of the outcome, that is, whether the fee bands should be changed or retained as nominated.

The approved fee is transposed to the Full Program Proposal. The Responsible Officer will advise Business Systems Support for updating the fees in the Student System and Student Administration for updating the fees in the Program Catalogue.

### **2.3 Change a Program Fee from One Standard Fee Band to Another.**

In conjunction with the annual review of the fee schedules, a School or the Responsible Officer may propose that a program move from one standard fee band to another. Such a change may be proposed to correct an anomaly or to reposition the program in the market.

When the change is recommended by the Responsible Officer, the Responsible Officer seeks the approval of the Vice Chancellor for the change and notifies the Academic Registrar of the change if approved.

Out of phase changes to program fees are not considered in the program approval process, and are processed through the Responsible Officer.

### **2.4 Non-Standard Fees**

If a School wishes to have a fee for a program that is not one of the approved standard fee bands, a case must be put forward for consideration by the Responsible Officer. This applies whether the proposal involves a new program or involves proposing a change of fee for an existing program.

If the Responsible Officer supports the arguments for a non-standard fee put forward by the School, the Responsible Officer takes the proposal to the Vice Chancellor for approval.

### **2.5 Variation to a Standard Program Fee**

If a School wishes to propose a variation to a standard program fee, such as a discount to apply to a particular group of students, the School must put forward a case for such an arrangement to the Responsible Officer. If the Responsible Officer supports the proposal on the basis of the arguments put forward by the School, the Responsible Officer takes the proposal to the Vice Chancellor for approval.

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## **3. PROCEDURE FOR NON-AWARD AND CONTINUING EDUCATION FEES**

The Academic Registrar reviews the Fee Schedule for Non-award and Continuing Education Fees (Schedule G), taking into consideration student contribution levels and other relevant information, and consulting with the relevant Schools where a value on the schedule applies specifically to that School.

The Academic Registrar proposes revisions to Schedule G through the Deputy Vice Chancellor (Academic) to Executive Group for approval.

The approved schedule is forwarded to:

- Director, Student Administration, for updating schedules on web, Program Catalogue and Student system;
- Chief Financial Officer for budget modelling.