



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

GUIDELINE:

SETTING STUDENT TUITION AND OTHER FEES

Purpose: This Guideline sets out the principles, legislative provisions, and responsibilities for setting Student Tuition and other fees.

Responsible Executive: Vice Chancellor

Responsible Office: Financial Services

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1	Preamble	3
2	Purpose	3
3	Legislative provisions	3
4	Definitions	4
5	Related Regulations, Policies and Procedures.....	5
6	Setting Tuition Fees - Principles.....	6
7	Tuition Fees.....	6
8	Incidental Fees	10
9	Authority and Delegations	10

1 Preamble

- 1.1 Since its founding in 1989, The University of Notre Dame Australia (University) has been committed to its Objects: to provide “*university education within a context of Catholic faith and values, and the provision of an excellent standard of teaching, scholarship and research; training for the professions; and pastoral care for its students*”.
- 1.2 In seeking to fulfil its Objects, the University is committed to making its courses affordable and accessible for all those who seek to undertake the University education provided by Notre Dame. The University’s fee setting framework is guided by the principle of “just access”. “Just access” means that the University takes into consideration a variety of factors in setting its fees, including:
 - (a) the costs of delivering the specific course in a way which enables the University to achieve its legislated Objects, with particular reference to the educational experience offered to every student;
 - (b) the costs of ensuring that the University can financially support all activities it undertakes in furtherance of its legislated Objects;
 - (c) the level of Government and philanthropic financial support that the University receives to support its activities; and
 - (d) the potential impact of fees on students, both at the time they undertake their studies with the University and after they graduate from the University.

2 Purpose

- 2.1 This Guideline sets out the principles, legislative provisions, and responsibilities for setting Tuition Fees and Incidental Fees.

3 Legislative provisions

- 3.1 Fees must be established in compliance with relevant legislation and guidelines issued by the State and Commonwealth.
- 3.2 In accordance with the *Higher Education Support Act 2003* (HESA), domestic fee paying students in a unit of study must be charged an amount no less than the amount charged to Commonwealth supported students enrolled in that unit of study. The only exception to this is where a student is enrolled in an employer-reserved place. Where there are no Commonwealth supported students enrolled in a unit, HESA does not set a minimum or maximum amount for tuition fees for domestic students.
- 3.3 Under the Commonwealth’s *Higher Education Provider Guidelines*, the University must charge in respect to an international student a fee sufficient to recover the full cost of providing a course to an international student, including full operating costs. The fee for an international student must be no less than the relevant minimum indicative course fee specified in the *Higher Education Provider Guidelines* except where:
 - 3.3.1 a course is provided wholly offshore and students will not at any stage enter Australia for study; or
 - 3.3.2 approval has been given by the relevant Commonwealth Department to charge less than the minimum indicative fee for a course.

- 3.4 Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia must be collected in accordance with the provisions of the *Vocational Education and Training Act 1996*, *Vocational Education and Training (Colleges) Regulations 1996*, and supporting guidelines and policies governing the maximum fees made from time to time by the State Government of Western Australia.
- 3.5 Fees and charges for students undertaking publicly funded vocational education and training (VET) in New South Wales must be collected in accordance with the provisions of the *Vocational Education and Training Act 2005* and the *Vocational Education and Training (Commonwealth Powers) Act 2010* and supporting guidelines and policies governing the maximum fees made from time to time by the State Government of New South Wales.

4 Definitions

For the purpose of this Guideline, the following definitions apply:

Audit Students means those students who attend lectures, tutorials and other organised activities of the Unit but do not submit assignments or sit the Unit examination and do not receive a final grade.

Commonwealth Supported Student has the meaning given by section 36-5 of HESA.

Commonwealth Contribution Amount has the meaning given by Section 33-10 of HESA.

CPI means Consumer Price Index.

Domestic Student means a student who is not an International Student.

ELICOS Program means component courses offered in accordance with the English Language Intensive Courses for Overseas Students (ELICOS) National Standards.

Enabling Program means a program offered by the University for preparation for tertiary study.

Fee Paying Student means a student who is not a Commonwealth Supported Student.

Higher Education Courses include Undergraduate Degrees, Postgraduate Degrees, Postgraduate Awards, and Research Degrees as defined by the University's General Regulations as well as sub-bachelor programs.

Incidental Fees has the meaning set out in clause 8.1 of this Guideline.

International Student means a person who holds a student visa as defined in the *Education Services for Overseas Students Act 2000*.

Maximum Student Contribution Amount has the same meaning as given by subsection 93-10(1) of HESA.

Postgraduate means Postgraduate Award or Postgraduate Degree as defined in the General Regulations.

Research Degree has the same meaning as the General Regulations.

RTP means Research Training Program.

Sub-bachelor programs means Higher Education diploma, advanced diploma and associate degree courses.

Student Contribution Amount has the same meaning as given by Section 93-5 of HESA.

Study Abroad means any University approved and/or organised arrangement that:

- (a) enables a Student to complete part of their study in another country; or
- (b) enables a Student from an overseas university to complete part of their study in this country.

Tuition Fees mean the contribution amount charged to each student to enrol in a unit, course or program with the University that is directly related to the provision of the unit, course or program that the University is providing.

Undergraduate means an accredited post-secondary course at the level of Bachelor Degree (with or without Honours), including graduate entry Bachelor Degrees.

VET Course has the same meaning as provided for in HESA.

VET Student means a student who is enrolled in either a VET course or a Unit of Competency.

5 Related Regulations, Policies and Procedures

This Guideline should be read in conjunction with any relevant Regulations, Policies and Procedures including, but not limited to:

- 5.1 *General Regulations: Section 4: Fees*
- 5.2 *Regulations: Research Degree*
- 5.3 *Policy: Refund for International Students*

6 Setting Tuition Fees - Principles

The following general principles will apply in the setting of Tuition Fees:

- 6.1 In the setting of Tuition Fees, the full average cost of each course is expected to be recovered. A surplus over full cost recovery is also expected (save in exceptional circumstances and guided by the principles of Just Access as set out in the preamble) to ensure that the University can meet all of its legislated Objects.
- 6.2 Tuition Fees need to escalate to accommodate the annual increases in expenditure. The University will increase all fee paying (non-CSP) fees by a rate of no less than annual CPI and no greater than 10 per cent per annum.
- 6.3 Unless otherwise justified, the Tuition Fee for higher education courses will be the same on both the Fremantle and Sydney campuses and be the same for all countries of origin.
- 6.4 In setting Tuition Fees, consideration may be given to a variety of factors, including, but not limited to:
 - 6.4.1 cost of delivery of the course or subject;
 - 6.4.2 market forces including demand and trends;
 - 6.4.3 government and legislative demands and trends;
 - 6.4.4 commercial, strategic and mission based imperatives;
 - 6.4.5 operational requirements and demands; and
 - 6.4.6 known and anticipated cost increases.
- 6.5 Tuition Fees are charged annually on a pro rata basis according to the student's enrolled load.
- 6.6 Tuition Fees for students may be increased annually up to the limit specified in each student's initial letter of offer.
- 6.7 The setting of Tuition Fees and all other fees for a year will be undertaken in the mandated legislative timeframe.

7 Tuition Fees

7.1 Domestic Undergraduate Student Fees

- 7.1.1 Fees set for domestic undergraduate fee paying students will be no less than the Maximum Student Contribution amount set by the Commonwealth for a CSP student enrolled in that same unit/ course.
- 7.1.2 The University will seek, over time, and save for exceptional circumstances as determined by the Board of Directors to charge fees to domestic undergraduate fee paying students which are no less than the Maximum Student Contribution amount plus the Commonwealth Contribution Amount for a CSP student enrolled in that same unit/ course.

7.2 Domestic Undergraduate and Postgraduate CSP Student Fees

- 7.2.1 Unless otherwise approved by the Board of Directors, the student contribution amount for a Commonwealth Supported Place in a unit or course will be the Maximum Student Contribution amount determined by the Commonwealth for the funding cluster, or part of a funding cluster, in which the unit or course is classified.

7.3 Domestic Postgraduate Coursework Student Fees

- 7.3.1 Fees set for domestic postgraduate coursework fee paying students will be no less than the Maximum Student Contribution amount set by the Commonwealth for a CSP student enrolled in that same unit or course.
- 7.3.2 The fees set for domestic postgraduate coursework fee-paying students will be, except for exceptional circumstances as determined by the Board of Directors, higher than the domestic undergraduate fee paying rate and lower than the equivalent international postgraduate fee paying rate.

7.4 International Undergraduate Student Fees

- 7.4.1 Fees must be no lower than the minimum indicative course fees as set out in the *Higher Education Provider Guidelines*.
- 7.4.2 The “Base” for setting the International Student Undergraduate fees will be the highest of either:
 - 7.4.2.1 the CSP rate (that is, the student contribution amount plus Commonwealth Contribution Amount) for the relevant discipline or course; OR
 - 7.4.2.2 the University’s Domestic Undergraduate Student fee.
- 7.4.3 The International undergraduate fee must be no less than the Base + 50% of the Base.
- 7.4.4 The University will seek over time, and save for exceptional circumstances as determined by the Board of Directors, to charge fees to International [undergraduate/postgraduate] Students which are within the interquartile range of the fees of other universities to International [undergraduate/postgraduate] Students enrolled in the same course in New South Wales and Western Australia.
- 7.4.5 The University will consider over time to working toward five bands of fees:
 - 7.4.5.1 Humanities (including Behavioural Science)
 - 7.4.5.2 Business, Law, Counselling
 - 7.4.5.3 Education, Nursing, Health Sciences, Science
 - 7.4.5.4 Physiotherapy
 - 7.4.5.5 Medicine
- 7.4.6 Any scholarships or incentives must be externally funded or funded via direct cost of the School.

7.5 International Postgraduate Coursework Student Fees

- 7.5.1 Fees must be no lower than the minimum indicative course fees as set out in the *Higher Education Provider Guidelines*.
- 7.5.2 The “Base” for setting International Student postgraduate fees will be the highest of either:
 - 7.5.2.1 the CSP rate (that is, the Student Contribution Amount plus Commonwealth Contribution Amount) for the relevant discipline or course; OR
 - 7.5.2.2 the University’s domestic postgraduate fee.
- 7.5.3 The International Student postgraduate fee must be no less than the Base plus 25 per cent of the Base.

- 7.5.4 The University will seek over time, and save for exceptional circumstances as determined by the Board of Directors, to charge fees to International [undergraduate/postgraduate] Students which are within the interquartile range of the fees of other charged by universities to International [undergraduate/postgraduate] Students enrolled in the same course in New South Wales and Western Australia.
- 7.5.5 The University will seek over time, and save for exceptional circumstances as determined by the Board of Directors, to charge fees to International postgraduate coursework students which are within the middle quartile of the mean average fee charged by universities to International postgraduate Students in the same course in New South Wales and Western Australia.
- 7.5.6 The University will consider over time working toward five bands of fees:
 - 7.5.6.1 Humanities (including Behavioural Science)
 - 7.5.6.2 Business, Law, Counselling
 - 7.5.6.3 Education, Nursing, Health Sciences, Science
 - 7.5.6.4 Physiotherapy
 - 7.5.6.5 Medicine
- 7.5.7 Any scholarships or incentives must be externally funded or funded via direct cost of the School.

7.6 Study Abroad Student Fees

- 7.6.1 Study Abroad Students will be set a fee per semester that is equal to or greater than the minimum indicative course fee for International Onshore students in accordance with HESA.

7.7 Audit Student Fees

- 7.7.1 Fees shall be set at a level to recover at least the apportioned direct costs of teaching the unit.

7.8 VET Student Fees

- 7.8.1 VET domestic student Tuition Fees for publicly funded units of competency and qualifications in Western Australia shall be charged at the maximum fee consistent with the Department of Training and Workforce Development *VET Fees and Charges Policy*, as amended from time to time.
- 7.8.2 VET domestic student Tuition Fees for publicly funded units competency and qualifications in New South Wales shall be charged at the maximum fee consistent with the Department Industry's *Smart and Skilled Fee Administration Policy* and associated fee schedule applicable in that year.
- 7.8.3 Domestic student Tuition Fees for fee-paying courses will be set in accordance with the cost of delivery and market forces.
 - 7.8.3.1 Consideration should be given to the fees charged for similar courses by other providers in the State and nationally.
 - 7.8.3.2 A concessional fee may be granted to Indigenous students and students from rural and remote areas that must travel to campus for training, as determined by the Chief Financial Officer on recommendation from the VET CEO.

7.8.4 VET international student Tuition Fees shall be set in accordance with compliance requirements and market forces.

7.9 Sub-Bachelor programs

7.9.1 Fees shall be set at a level to recover at least the apportioned direct costs of teaching each unit.

7.9.2 Tuition Fees will be set in accordance with Commonwealth requirements, and will be set at a level that takes into account fees for similar courses at other institutions.

7.10 ELICOS Programs

7.10.1 7.10.1 Tuition Fees shall be set in accordance with compliance requirements and will be set at a level that takes into account fees for similar courses at other institutions.

7.11 Enabling Programs

7.10.2 Tuition Fees shall be set in accordance with Commonwealth requirements, and will be set at a level that takes into account fees for similar courses at other institutions.

7.11 Research Degree Student Fees

7.11.1 In addition to the factors enumerated under the principles set out in Section 6, the Tuition Fees for domestic students enrolled in a Research Degree will take account of external research funding support for the University.

7.11.2 Domestic Students enrolling in Research Degrees may be eligible for a Research Training Program (RTP) Fee Offset scholarship or may be enrolled in a fee place, depending on the availability of RTP Fee Offset scholarships in the course and the results of any required competitive selection process.

7.11.3 Students whose enrolment continues beyond the expiration of an RTP Fee Offset scholarship, fee remission scholarship or fee tuition sponsorship may be required to enrol in a fee paying place for the remainder of their course.

7.12 Research Degree International Student Fees

7.12.1 Tuition fees for International Students enrolled in a Research Degree will be set at a rate that is no less than 20 per cent higher than the rate for Domestic Students enrolled in a Research Degree.

8 Incidental Fees

- 8.1 Incidental Fees are fees charged to students which are additional to Tuition Fees, and which meet the criteria determined by HESA and the *Higher Education Provider Guidelines*. They may be administrative, academic or facilities related and include but are not limited to:
- 8.1.1 Academic records, transcripts or testamurs
 - 8.1.2 Verification of enrolment or qualification
 - 8.1.3 fee statements
 - 8.1.4 payment extensions
 - 8.1.5 replacement student cards
 - 8.1.6 multiple changes of course, unit, or campus
 - 8.1.7 more than one request for Advanced Standing
 - 8.1.8 late fees for tuition fee payment, enrolment or re-enrolment;
 - 8.1.9 course reinstatement;
 - 8.1.10 library fees
 - 8.1.11 external examinations;
 - 8.1.12 material fees
 - 8.1.13 field trips
 - 8.1.14 parking
 - 8.1.15 venue hire.
- 8.2 Incidental fees must be applied consistently to Domestic and International Students.
- 8.3 A fee must not be charged for goods or services provided as a 'reasonable accommodation' to students with disabilities.

9 Authority and Delegations

- 9.1 Subject to subparagraphs 9.2 and 9.3, the Board of Directors will approve the annual setting of all Tuition Fees (excluding for Audit Students and Study Abroad Students) on the recommendation of the Vice Chancellor.
- 9.2 The Vice Chancellor will approve the annual setting of fees for Audit Students and Study Abroad Students.
- 9.3 The Chief Financial Officer will approve the annual setting of Incidental Fees and the concessional fee amount for Indigenous students and students from rural and remote areas enrolled in a fee paying VET course.

Version	Date of approval	Approved by	Amendment
1	September 2017	Vice Chancellor	New Guideline
2	March 2018	Vice Chancellor	Minor amendments to sections 7.4.4 and 7.5.4 (to add postgraduate) and to sections 7.4.5 and 7.5.6 (to note Behavioural Science and Science)