



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

Policy:

Fee Setting

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Contents

1. OBJECTS OF THE UNIVERSITY	3
2. PURPOSE.....	3
3. SCOPE.....	3
4. PRINCIPLES FOR SETTING FEES	3
5. SETTING TUITION FEES	4
6. STUDENT SERVICES AND AMENITIES FEE (SSAF)	5
7. INCIDENTAL FEES	5
8. ROLES AND RESPONSIBILITIES	5
9. MONITORING AND REPORTING.....	5
10. RELATED DOCUMENTS.....	5
11. DEFINITIONS.....	6

1. OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2. PURPOSE

- 2.1.** This Policy sets out the principles, legislative provisions and responsibilities for setting student tuition and other fees.

3. SCOPE

- 3.1.** Fees for admission, enrolment, tuition, examination, use of University facilities, other goods and services provided in conjunction with a course or program and as penalties.
- 3.2.** This Policy applies to all students enrolled in a Program or Course offered by the University.

4. PRINCIPLES FOR SETTING FEES

- 4.1.** Tuition fee pricing will align with the strategic direction of the University and its mission as a leading Catholic university.
- 4.2.** All fees will be set in accordance with the relevant legislation and regulatory requirements.
- 4.3.** Fees will be set with consideration to a variety of factors, including, but not limited to:
 - 4.3.1. Direct and supporting costs of delivery of the program or course;
 - 4.3.2. Known and anticipated cost increases;
 - 4.3.3. Market forces including demand and trends;
 - 4.3.4. Government and legislative demands and trends;
 - 4.3.5. External partnerships;
 - 4.3.6. Commercial, strategic and mission based imperatives; and
 - 4.3.7. Operational requirements and demands.
- 4.4.** Fees will be set nationally, to provide equity to students.
- 4.5.** Fees will be reviewed annually and may increase each calendar year.
- 4.6.** The University may provide tuition fee discounts for specific cohorts of students.
- 4.7.** Fees may vary for different categories of students, and different administrative arrangements for payment may apply.

5. SETTING TUITION FEES

5.1. Fee paying

5.1.1. In accordance with the Higher Education Support Act 2003 (HESA), domestic fee paying students in a course of study must be charged an amount no less than the amount charged to Commonwealth Supported Students enrolled in that course of study.

5.1.1.1 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 course, HESA does not set a minimum or maximum amount for tuition fees for domestic students.

5.2. Commonwealth Supported Places

5.2.1. The University will identify the programs in which commonwealth supported places are available, in accordance with the funding agreement with the Australian Government.

5.2.2. The University will use the Maximum Student Contribution Amounts determined by the Australian Government for a calendar year, to set relevant student contributions.

5.3. International

5.3.1. 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 program to an international student, including full operating costs.

5.3.2. The fee for an international student must be no less than the relevant minimum indicative program fee specified in the *Higher Education Provider Guidelines* except where:

5.3.2.1 a program is provided wholly offshore and students will not at any stage enter Australia for study; or

5.3.2.2 approval has been given by the relevant Commonwealth Department to charge less than the minimum indicative fee for a program.

5.4. Vocational Education Training

5.4.1. 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.

5.4.2. 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 for that year of study.

6. STUDENT SERVICES AND AMENITIES FEE (SSAF)

- 6.1. The Student Services and Amenities Fee (SSAF) will be set each year at the discretion of the University within the threshold advised by the Australian Government.
- 6.2. All students will be required to pay the SSAF except for any cohort of students or specific course(s) exempted by the Vice Chancellor for strategic or business reasons. Any such exemptions will be noted on a register maintained by Student Administration and Fees.

7. INCIDENTAL FEES

- 7.1. 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.
- 7.2. Incidental fees must be applied consistently to domestic and international Students.

8. ROLES AND RESPONSIBILITIES

- 8.1. **Vice Chancellor** is responsible for approving the annual setting of Tuition Fees.
- 8.2. The **Chief Financial Officer** is responsible for approving Incidental Fees.
- 8.3. The **Deputy Vice Chancellor, Academic** and the **Chief Financial Officer** are responsible for approving discounts on recommendation of the Executive Deans.

9. MONITORING AND REPORTING

- 9.1. The Chief Financial Officer will report up to the Board of Directors, following Vice Chancellor approval of a change in tuition fee.

10. RELATED DOCUMENTS

- 10.1. This Policy should be read in conjunction with any relevant Regulations, Policies and Procedures including, but not limited to:
 - 10.1.1. *General Regulations: Section 4: Fees*
 - 10.1.2. *Procedure: Refund for Overseas Students*
 - 10.1.3. *Policy: Termination of Enrolment for Non-payment*
 - 10.1.4. *Procedure: Fees, Charges and Refunds (VET)*

11. DEFINITIONS

11.1. For the purpose of this Policy, the following definitions apply:

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

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

Incidental Fees has the meaning given by section 19.102(3)(f) of HESA and the Higher Education Provider Guidelines.

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.

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

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.

Version	Date of approval	Approved by	Amendment
1	26 April 2023	Vice Chancellor	New Policy replacing the <i>Guideline: Setting Student Tuition and Other Fees</i>
2	30 September 2024	Vice Chancellor	Minor amendment to include Student Services and Amenities Fee and amend roles.