



Fees for Award Programs and Courses Policy

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OVERVIEW

Commonwealth legislation requires the University to:

- charge tuition fees for domestic students who are not Commonwealth supported, or are not exempt students, or who are enrolled in a higher degree by research and have been awarded a scholarship for that study on the basis of merit following a competitive application process;
- charge tuition fees for international students undertaking studies in the University's on-shore award programs (with the exception of students who are studying at the University of Adelaide as part of a formal exchange program), or who are enrolled in a higher degree by research and have been awarded a scholarship for that study on the basis of merit following a competitive application process, and inform international students of course-related fees, including the potential for fees to change;
- determine Student Contribution amounts that apply to students enrolled in Commonwealth Supported coursework programs;
- advise HDR students enrolled in a Research Training Program (RTP) place of the annual value of their fee offset scholarship and
- ensure that it does not charge fees, except those of a kind that are incidental to studies, to students in Commonwealth Supported Student Places.

To ensure a breadth of postgraduate program offerings beyond those supported by the Commonwealth, the University charges tuition fees for many of these programs.

This policy describes the principles, processes and authorities for setting and charging tuition fees, incidental fees and other tuition fees at the University of Adelaide.

SCOPE AND APPLICATION

This policy applies to all award programs and courses offered by the University and all students enrolled in those programs and courses.

PRINCIPLES

1. Determining Student Contribution amounts for Commonwealth Supported Places (CSP)

- a) Units of funding for CSP, which provide the basis for both Student Contributions and Commonwealth contributions, are to be determined in accord with broad, narrow and detailed Fields of Education (FOE) as specified in the Program Development and Approval Process under the Coursework Academic Programs Policy.
- b) Student Contribution Amounts will be set at the maximum rate permitted by Commonwealth legislation, but may be reviewed and changed by the Vice-Chancellor and President, on the advice of the Chief Operating Officer from time to time.
- c) Student Contribution Amounts will be set by academic program, with an indicative fee published for each program.

2. Setting Tuition Fees for Fee-Paying Places

- a) All Tuition Fees, tuition fee increases and any additional fees which may be charged to a student, must be approved annually by the Vice-Chancellor and President following endorsement by the University Planning and Budgeting Committee.
- b) For any given year, Domestic Tuition Fees for HDR Programs will be set at the rate of the Commonwealth's RTP fee offset scholarship.
- c) All Tuition Fees will be set by program, with the following exceptions:
 - i. For domestic students enrolling in a single course but not a program (non-award and fee-paying cross institutional students), a fee per program is set for each faculty:
 - ii. For international students undertaking a Study Abroad Program, there is a single set fee per program payable to the University, not their home institution;
- d) Tuition Fees will be charged by teaching period on a pro rata basis according to the student's enrolled load.
- e) On the advice of the relevant Executive Dean coursework tuition fees for individual students may be waived in exceptional circumstances by the Deputy Vice-Chancellor & Vice-President (Academic) for domestic students or by the Deputy Vice-Chancellor (External Engagement) for international students. On the advice of Dean of Graduate Studies tuition fees for individual higher degree by research students may be waived by the Deputy Vice-Chancellor & Vice-President (Research).
- f) On the advice of the relevant Executive Dean or Dean of Graduate Studies, coursework or higher degree by research tuition fees for International Sponsored Students may be waived by the Deputy Vice-Chancellor & Vice-President (External Engagement).
- g) Students unable to pay tuition fees by the due date, are not eligible for FEE-HELP and are in genuine financial hardship, may apply to pay tuition fees by instalment.
- h) Fees for Continuing students will be increased as follows:
 - i. For domestic students: annually to the approved Commencing Student rate for that year;
 - ii. For international students: annually to the approved Continuing Student rate for that commencing cohort.
- i) International students, who obtain permanent residency after commencing their program may be transferred to a CSP unless they are enrolled in a competitive entry undergraduate program, including, but not limited to:
 - i. Bachelor of Medicine and Bachelor of Surgery
 - ii. Bachelor of Dental Surgery

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- iii. Bachelor of Nursing
 - iv. Bachelor of Science (Veterinary Bioscience)
 - v. Bachelor of Laws

[See [Fee-setting Guidelines](#) for more information on fee-setting principles]

3. Incidental Fees

- a) Incidental fees are not to be charged for goods or services provided as a reasonable adjustment pursuant to the [Reasonable Adjustments to Learning, Teaching and Assessment for Students Requiring Disability Support Policy](#).
- b) Incidental fees will be reviewed annually and approved by the Vice-Chancellor and President following endorsement by the University Planning and Budgeting Committee before they are charged to students.

4. Student Services and Amenities Fee

- a) Students enrolled in a program on a full-time or part-time basis will be charged a Student Services and Amenities Fee (SSAF) up to the maximum Commonwealth Government rate for the year in which the student is studying. This rate may be reviewed and changed by the Vice-Chancellor and President, on the advice of the Deputy Vice-Chancellor & Vice-President (Academic), from time to time.
- b) A domestic student who defers the SSAF under SA-HELP is taken to have paid the SSAF fee.
- c) The SSAF imposed for an enrolment period is payable by the relevant SSAF payment date set for the enrolment period.
- d) A change of enrolment that takes effect after the census date will not reduce the fee that the student must pay.
- e) Changes of enrolment before the census date may change the total SSAF payable and may result in either an increased fee or refund in accordance with the SSAF fee for full time or part time study.
- f) The SSAF is non-refundable after the SSAF payment date.
- g) The following students will not be charged the SSAF:
 - i. International students who commenced their program prior to 2013;
 - ii. Higher Degree by Research students;
 - iii. Non-award students;
 - iv. Students studying cross-institutionally at the University;
 - v. Students enrolled in an offshore program.
 - vi. International students undertaking a formal exchange program at the University.
- h) Exemptions from the SSAF may be approved by the Executive Director, Student Experience.

PROCEDURES AND GUIDELINES

- [Fee Setting Guidelines](#)
- [Fee Setting Procedures](#)

DEFINITIONS

Census Date refers to the last day a student can withdraw from a course(s) without incurring liability for student contributions or tuition fees.

Commencing Student means a student who enrolls in their first year of study in a program.

Commonwealth Supported Place (CSP) the Commonwealth Government provides the University of Adelaide with a specified number of student places, providing the University with a financial contribution towards the costs of study. Each student holding a CSP must then pay the remainder of their study costs as part of their student contribution.

Continuing Student means all students who are enrolled and are not Commencing Students.

Fee Offset Scholarship refers to the value of the funding provided by the Commonwealth to the University, in lieu of payment of tuition fees by HDR students enrolled in an RTP place.

Fee Paying Place means a place in a program of study offered to a domestic student who is not offered a Commonwealth-supported place or to an international student. Students in Fee-Paying Places pay full tuition fees.

HDR means Higher Degree by Research.

HESA means the Higher Education Support Act 2003 and attached Guidelines.

Incidental Fees means a fee other than Student Contribution Amounts or a Tuition Fee that is charged for a good or service related to a student's study.

International Sponsored Students are those students who receive a scholarship from their home government, or are receiving an Australia Awards scholarship.

Research Training Program (RTP) is the program under which the Commonwealth provides block grants to support HDR students. Students can be offered RTP scholarships for one or more of the following:

- Tuition fees offset
- Stipend for general living costs
- Ancillary research allowance

RTP scholarships are available to domestic and overseas students enrolled in an accredited HDR course. Maximum time limits apply.

SA-HELP is a loan scheme that assists eligible students to pay for all or part of their student services and amenities fee.

Student Contribution Amounts means the amount in fees that domestic Commonwealth-supported students pay towards the cost of their courses.

Study Abroad Program allows international students to study at The University of Adelaide for one or two semesters where the home university does not have an exchange agreement with us, or does not have places available.

Tuition Fees means a fee charged to cover the cost of teaching and related services, student administration and capital facilities relating to courses.

Other definitions are as contained in the University [Glossary of Terms](#).

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Policy Custodian	Chief Operating Officer
Responsible Officer	Chief Data and Analytics Officer, Planning and Analytics
Endorsed by	Vice-Chancellor's Executive on 7 September 2022
Approved by	Vice-Chancellor & President on 21 September 2022
Related Documents and Policies	Fee Setting Guidelines Fee Setting Procedures
Related Legislation	Higher Education Support Act 2003 (Cth) Higher Education Provider Guidelines 2012 Higher Education Administrative Information for Providers Education Services for Overseas Students Act 2000 (Cth) The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, Part D, Standard 2.1 Disability Discrimination Act 1992 (Cth) Copyright Act 1968 (Cth)
Superseded Policies	Fees for Award Programs and Courses Policy, v.28 November 2011
Date Effective	21 September 2022
Next Review Date	20 September 2025
Contact for queries about the Policy	Chief Data and Analytics Officer, Planning and Analytics, ext: 36300