

PROCEDURES

Related Policy - Fees for Award Programs and Courses Policy

1. Setting student revenue strategy

Responsibility: Chief Data and Analytics Officer, Planning and Analytics, in consultation with the Deputy Vice-Chancellor & Vice-President (Academic), Executive Deans, and Branch Managers

- a) Annually review and recommend student revenue strategy for approval by the University Planning and Budgeting Committee prior to commencing annual fee setting process listed below.

2. Setting tuition fees for all programs

Responsibility: Chief Data and Analytics Officer, Planning and Analytics, in consultation with the Deputy Vice-Chancellor & Vice-President (Academic), Executive Deans, and Dean of Graduate Studies (HDR only)

- a) Annually review and recommend tuition fees for all programs for endorsement by the University Planning and Budgeting Committee and the Vice-Chancellor and President for the approval of Council prior to the commencement year that the fees come into effect (18 months prior for commencing and continuing international fees and 6 months prior for commencing domestic fees).
- b) Approved tuition fees to be published on the University's Degree Finder website following approval.

3. Setting RTP fee offset scholarship and domestic HDR tuition fees

Responsibility: Chief Data and Analytics Officer, Planning and Analytics, in consultation with the Adelaide Graduate Research School

- a) Annually review and recommend RTP fee offset scholarship values and domestic HDR tuition fees for endorsement by the Pro Vice-Chancellor (Researcher Education and Development) and Dean of Graduate Studies, approximately 6 months prior to the commencement year that the fees come into effect.

4. Setting Incidental fees

Responsibility: Chief Data and Analytics Officer, Planning and Analytics, in consultation with the Executive Director Division of the DVC&VP(A), Executive Deans, and Branch Managers

- a) Annually review University Incidental Fee Schedule for the following year for endorsement by the University Planning and Budgeting committee and the approval of the Vice-Chancellor and President, approximately 6 months prior to the commencement year that the fees come into effect.
- b) Approved incidental fees schedules to be published on Student Finance website following approval.

5. Setting indicative student contribution rates

Responsibility: Chief Data and Analytics Officer, Planning and Analytics

- a) Annually calculate the indicative student contribution rate for the following year.
- b) Indicative student contribution rates to be published on the University's Degree Finder website.

6. Tuition fee payments

Responsibility: Chief Financial Officer

- a) The time and manner of payment of fees is provided on the Student Finance website.