

PROCEDURES

Related Policy - Fees for Award Programs and Courses Policy

1. Setting International Tuition fees for all programs

Responsibility: *Director, Planning and Analytics, in consultation with the Deputy Vice-Chancellor & Vice-President (Academic), Executive Deans, and Dean of Graduate Studies*

- a) Annually review and recommend international tuition fees for endorsement by the University Planning and Budgeting committee and the approval of the Vice-Chancellor and President, approximately 18 months prior to the commencement year that the fees come into effect.
- b) Approved international tuition fees to be published on the University's Degree Finder website following approval.

2. Setting Domestic Tuition fees for all postgraduate coursework programs

Responsibility: *Director, Planning and Analytics, in consultation with the Deputy Vice-Chancellor & Vice-President (Academic) and Executive Deans*

- a) Annually review and recommend domestic tuition fees 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 domestic 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: *Director, Planning and Analytics, in consultation with the Adelaide Graduate Centre*

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

4. Setting Incidental fees.

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

- a) Annually review all Faculty and Divisional schedules of incidental fees and incidental fee increases 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.

FEE-SETTING GUIDELINES

Student contribution rates

- a) The indicative student contribution rate for a program is to be calculated on the basis of the average total course fees (actual), per EFSTL, of those students who undertook the program in the previous year.

Tuition Fees for Fee-paying Programs

- a) Tuition fees are set at the program level with all of that program's plans and sub-plans consistent with the program fee.
- b) Program fees are set on the basis of commercial and strategic considerations but should be consistent with the fees set at other leading Australian research universities.
- c) Program fees should be rounded up to the nearest multiple of \$250 (6 and 12 unit programs, and \$500 (24 unit programs).
- d) Program fees for nested programs should have consistent unit fee values (e.g. a 12 unit Graduate Certificate should have a fee of half that of the 24 unit Graduate Diploma in a suite of programs).
- e) Subject to commercial and strategic considerations, fees for programs with similar delivery methods should be consistent across the University and, where possible, the number of fee price points for programs should be reduced.
- f) Domestic tuition fees for domestic programs should be at least 70% of the international fee set for that program.
- g) Within the same year, domestic tuition fees in programs delivered solely online should be consistent with the international fee set for that program.

Student Services and Amenities Fee (SSAF)

- a) Students enrolled full-time will be charged the maximum annual SSAF. Full-time enrolment is defined as enrolment in at least 75% (18 units or more) of a normal full-time study load in an Academic Year (24 units of study).
- b) Students enrolled part-time will be charged 75% of the maximum annual SSAF. Part-time enrolment is defined as enrolment in less than 75% (less than 18 units) of a normal full-time study load in an Academic Year.
- c) Students enrolled in less than 75% of a normal full-time study load at their first due date (e.g. first term of enrolment in 2015) will be charged the part-time fee. If students are subsequently enrolled in further studies in another term, increasing the study load to greater than or equal to 75%, a 'top-up fee' equivalent to the difference between the full-time and part-time rates will be charged at the due date for the term of enrolment.