

POLICY



Policy Title: Student Fee Sponsorship

Descriptors: 1) Sponsorship 2) Tuition Fees 3) Finance
4) International Students 5) Funding

Category: Administration

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1. Intent

- 1.1 This policy provides a framework to guide the administration of all centrally and Faculty/Centre funded tuition fee sponsorships.
- 1.2 Edith Cowan University, and/or an individual Faculty or Centre, may offer tuition fee sponsorships. Such sponsorships are generally offered for the following reasons:
 - to attract and retain outstanding scholars to the University;
 - to support students from equity groups participate and successfully complete higher education courses;
 - to build the academic profile of the University; and
 - to support students experiencing severe financial hardship
- 1.3 The purpose of this policy is to:
 - establish the framework within which the University and Faculties/Centres may sponsor domestic and international students' tuition fees;
 - determine the financial impact for the Sponsor and the implications for the University Service and Sustainability Charge (USSC);
 - measure and manage the total cost of student fee sponsorships for the University and Faculties/Centres;
 - set out the responsibilities of the Student Services Centre (Student Fees Office), Faculties, and Finance and Business Services Centre in relation to University and/or Faculty or Centre fee sponsorships; and
 - ensure that ECU complies with the requirements of HESA and DEEWR with regards to student fees

2. Organisational Scope

- 2.1 This policy applies to all students **except** Research Training Scheme (RTS) Higher Degree Research (HDR) students other than:
 - those HDR students who are offered an Exemption Scholarship, that is, all centrally and Faculty/Centre funded HDR tuition fee sponsorships.

3. Definitions

TERM	DEFINITION
DEEWR means	the Department of Education, Employment and Workplace Relations
DVC (A) means	the Deputy Vice-Chancellor (Academic)
DVC(R) means	the Deputy Vice-Chancellor (Research)
HESA means	The Higher Education Support Act 2003
HDR means	Higher Degree Research
Sponsorship means	the process by which a Faculty or Centre sponsors a student's tuition fees. This can be for the full tuition fees, a percentage of the tuition charge, and/or a pre-determined amount that is at the cost to the sponsor. Sponsorships are provided to the student and students do not apply
Student Contribution Amount means	the amount a Commonwealth supported student pays towards the cost of undertaking units of study at University
Teaching Period means	The period is as defined in the ECU (Admission, Enrolment and Academic Progress) Rules as amended from time to time. (See http://www.ecu.edu.au/GPPS/legal_legis/uni_rules.html).
USSC means	University Service and Sustainability Charge.
VCPMG means	Vice Chancellor's Planning and Management Group

4. Policy Content

A Faculty, School or Centre may make application for approval of a sponsorship for an individual student or group of students. The approval process varies depending on the source of funding for the sponsorship.

4.1. Centrally Funded Sponsorships

- 4.1.1 The Faculty, School or Centre will develop a sponsorship proposal, addressing one or more of the sponsorship criteria (see section 4.3).
- 4.1.2 The proposal must be endorsed by the Executive Dean/Dean of Regional Professional Studies in the case of Faculties and Schools or the Director in the case of Centres.
- 4.1.3 Centrally funded sponsorships must be approved by the DVC (R) with responsibility for research in the case of HDR students or the DVC (A) with responsibility for students for coursework students.
- 4.1.4 Approved sponsorships will be funded from a budgeted central pool and funds will be distributed in accordance with the University's faculty funding model.

- 4.1.5 Authorised documentation will be forwarded to the University Fees Office.

4.2. Faculty Funded Sponsorships

- 4.2.1 The Faculty or School will develop a sponsorship proposal, addressing one or more of the sponsorship criteria (see section 4.3).
- 4.2.2 The proposal must be endorsed by the Executive Dean/Dean of Regional Professional Studies.
- 4.2.3 The proposal must be approved by the DVC (R) with responsibility for research in the case of HDR students or the DVC (A) with responsibility for students for coursework students.
- 4.2.4 Approved sponsorships will be funded jointly from relevant Faculty Account Codes and Central ECU funds in ratios which reflect ECU's Faculty funding model.
- 4.2.5 Authorised documentation will be forwarded to the University Fees Office.

4.3. Sponsorship Criteria

To be approved as a University or Faculty sponsorship, the proposal must address one or more of the following criteria:

4.3.1. Enrolment in or Completion of HDR Students

Where the University is seeking to grow HDR enrolments by the provision of centrally or Faculty funded HDR places, or to facilitate HDR completions of students who have exhausted their Commonwealth funding. Criteria that may be used in making an assessment include:

- Academic merit;
- Research capability;
- Likelihood of generating a research completion in minimum timeframe; and
- Alignment of research with ECU research priorities.

4.3.2. Equity Group

Where the University is seeking to encourage an identified equity group to:

- participate in higher education generally or a specific course; and/or
- support students in undertaking their studies and encourage successful completion

4.3.3. New Market initiative

Where the University is seeking to enter a new market and the provision of a full or partial sponsorship of tuition fees would act as a loss leader. Typically these sponsorships would be limited to members of the first cohort of students from that market. Criteria for selecting the student to be sponsored will be determined on a case by case basis, but may include financial hardship and academic potential.

4.3.4. Strategic importance to the University

Where the University is seeking to develop a teaching partnership, articulation pathway or other relationship, there may be strategic benefit in offering a full or partial sponsorship to one or more students. This may be a one off or a continuing arrangement.

An incentive scheme may also be considered whereby the number of sponsorships provided is linked to total enrolments or other measure. For example, one sponsorship for every 20 students enrolled as a result of the relationship.

4.3.5. Severe Financial Hardship

Where a student or group of students, due to circumstances beyond their control, suffer severe financial hardship of a personal nature that impacts on their ability to pay their fees.

5. References

Policy Code:	AD057	File No: SUB/722
Policy Owner:	Director Student Services Centre	
Approved by:	Vice-Chancellor	
Date Approved:	7 March 2007 (Vice-Chancellor's Planning and Management Group 12 May 2010 (Vice-Chancellor))	
Revision Date:	March 2013	
Amendments:	Amended March 2010: minor amendments only.	
Related Policies/Documents:	Application for Student Fee Sponsorship: University and/or Faculty	

6. Contact Information

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Guidelines

1. Guiding Principles

- 1.1. Tuition fee sponsorships will be considered on a case by case basis.
- 1.2. Sponsorships may be approved for one or more teaching periods.
- 1.3. Sponsorship may be for full or partial payment of the tuition fee for the teaching period.
- 1.4. The granting of a sponsorship for a student does not set a precedent. Each case must be presented and considered on its merits.
- 1.5. Sponsorship must comply with HESA and other government legislation/guidelines.
- 1.6. An annual budget for centrally funded tuition fee sponsorships will be determined as part of the annual budget process.

2. Processing Guidelines

- 2.1 Once approved, the sponsorship proposal is to be forwarded to the University Fees Office. The proposal must be accompanied by:
 - 2.1.1 details of the account codes to be used in funding the sponsorship;
 - 2.1.2 directions on whether account holder approval will be required for each successive teaching period; and
 - 2.1.3 details of any condition to be applied, e.g. academic achievement, maintain good standing
- 2.2 Sponsorships are to be processed prior to the Census Date with journals processed within two (2) weeks. Prior arrangements to vary these timeframes may be made in relation to domestic fee paying HDR sponsorships.
- 2.3 The Fees Office will provide Finance and Business Services with a summary of approved sponsorships and their respective funding sources once the journals have been processed.
- 2.4 At the end of each year the University Fees Office, in consultation with the Finance and Business Services Centre, will prepare for consideration by VCPMG a report including details of sponsored students and the total cost of the sponsorships to the University.

3 Funding Guidelines

- 3.1 The fee revenue for sponsored students will be recognised within the Faculty teaching the relevant units.
- 3.2 For Faculty funded sponsorships, an amount equivalent to the faculty funding proportion of the fee will be expensed against the accounting flexfield identified on the Sponsorship approval form.
- 3.3 For University funded sponsorships, an amount equivalent to the faculty funding proportion of the fee will be expensed against a central accounting flexfield identified on the Sponsorship approval form.