



# POLICY

**Policy Title:** University Services Charge

**Policy Owner:** Chief Financial Officer

**Keywords:** 1) Pricing 2) Costing 3) Commercial 4) Research

**Policy Code:** PL243 [ad086]

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## 1. INTENT

The purposes of the University Services Charge are to ensure that externally funded activities contribute to the Indirect Costs of supporting these initiatives and that the University complies with Competitive Neutrality principles.

## 2. ORGANISATIONAL SCOPE

All Edith Cowan University staff

## 3. DEFINITIONS

TERM	DEFINITION
Direct Costs	Costs that can be directly attributed to the provision of specific goods or services by ECU. Direct costs include staffing costs, stationery, catering, venue hire, travel etc.

Indirect Costs	Costs incurred by the University that cannot be attributed to any single activity or process. These costs, at times, are shared across many activities. Indirect Costs include administrative support, corporate and overheads costs.
Infrastructure Costs	Cost of providing facilities such as office space, laboratories and equipment.
Income Allocation Model	Financial model used within the University budget process to allocate ECU's major income sources across the various activities and business units to fund both Direct Costs and Indirect Costs.
Competitive Neutrality	Commonwealth and State policy requires that public entities (including universities) operating in the commercial arena should not enjoy a competitive advantage over their private sector competitors simply by virtue of their public ownership; and that, as such, the competitive advantage is neutralised by costing projects on a full commercial basis.
External Research Projects	Projects to undertake research, with research defined as per the Commonwealth Government definition of research used in the Higher Education Research Data Collection.
University Services Charge	Charge levied on approved income sources to ensure that externally funded activities contribute to the Indirect Costs of supporting these initiatives and that the University complies with Competitive Neutrality principles.
University Services and Sustainability Contribution	Charge levied on income sources included within the University internal Income Allocation Model to fund items including, but not limited to, Asset Management Plan, Strategic Fund Pools, University Overheads and Service Centre funding.

#### 4. POLICY CONTENT

- 4.1 The University Services Charge is intended to contribute to funding University, and School Indirect Costs and support compliance with Competitive Neutrality.
- 4.2 Income from sources included in the University internal Income Allocation Model will be charged a University Services and Sustainability Contribution (USSC) and are therefore excluded from this policy.

A register listing the relevant accounts which attract a University Services Charge is maintained by Finance and Business Services and may be varied from time to time upon approval of the Chief Financial Officer (see Schedule 1).

- 4.3 The University Services Charge will be charged at the rate of 15% of gross revenue, or as determined from time to time by the Vice-Chancellor. The charge will be debited to the project which receives the relevant revenue.

4.4 The University Services Charge collected will be distributed as follows:

For School-based projects

- 10% to central University funds to contribute to funding central University Indirect Costs.
- 5% to Schools under which the project is located to contribute to funding School Indirect Costs. Schools can vary this charge upon approval by the Dean.

For Centre-based projects

- 15% to central University funds to contribute to funding central University Indirect Costs.

4.5 In the case of External Research Grants, a register of funding providers for which University Services Charge does not apply will be maintained by Finance and Business Services Centre. This register can be varied upon approval of the Chief Financial Officer following consultation with Office of Research and Innovation (see Schedule 1).

4.6 Exemptions to vary the University Services Charge rate on a particular grant or revenue may be considered with approval from the Chief Financial Officer or nominee using the Request for Exemption from the University Services Charge form. Finance and Business Services Centre will maintain a register of exemptions and delegated nominees.

4.7 Any exemption granted will apply for the contract term or for up to three years, whichever is shorter.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

*Policy Owner*

The Policy Owner, Chief Financial Officer, has overall responsibility for the content of this policy and its operation in ECU.

*Staff*

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

## 6. RELATED DOCUMENTS:

6.1 The policy is supported by the following:

- [Request for Exemption from the University Services Charge](#)
- [Guidelines for Calculation of University Services](#)
- [University Services Charge Frequently Asked Questions](#)
- [Pricing Policy](#)
- [Competitive Neutrality and Anti-Unconscionable Conduct Procedure](#)

6.2 Other documents which are relevant to the operation of this policy are as follows:

- Register of Applicable University Services Charge accounts and exemptions (Schedule 1)
- Register of Chief Financial Officer's Nominees for Approval of Exemptions

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Chief Financial Officer
All Enquiries Contact:	Manager Resource Planning
Telephone:	08 6304 2173
Email address:	<a href="mailto:l.baars-scotney@ecu.edu.au">l.baars-scotney@ecu.edu.au</a>

## 8. APPROVAL HISTORY

Policy Approved by:	Vice Chancellor
Date Policy First Approved:	10 September 2012
Date last modified:	31 March 2017
Revision History:	June 2013 – Schedule 1 Amended March 2015 – Reviewed and approved by Policy Owner December 2015 – Review to reflect new academic organisation design November 2016 – Review to clarify School USC charge March 2017 30 April 2018 – Schedule 1 Amended approved by Policy Owner
Next Revision Due:	March 2020
TRIM File Reference	SUB/8210

## **Schedule 1 (as at 30 April 2018)**

### **Register of Applicable University Services Charge accounts and exemptions**

(This list will be reviewed from time to time with variations approved by the Chief Financial Officer.)

#### **Account codes attracting a University Services Charge**

- 1093 Other Non Recurrent Government Grants
- 1300 Short Course Fees Continuing Education
- 1301 Short Course Fees Introductory Language
- 1302 Seminars or Workshop Fees
- 1303 Conference Fees
- 1340 Professional Consultancy External
- 1410 Commercialisation Income (not ECU IP)
- 1610 Commission Income Non course related
- 1612 Media Support Services Income
- 1613 Sale of Publications
- 1621 Income Miscellaneous
- 1623 Advertising Income
- 1625 Waste Paper Disposal
- 1691 External Sales
- 1735 Hire of Lecture Rooms or Theatres
- 1738 Hire of Other University Facilities
  
- 1381 Research Cooperative Research Centre - HERDC Category 4
- 1386 Research State and Local Government Grants USC applies – HERDC  
Category 2
- 1387 Research Non Government Industry and Other Funds USC applies –  
HERDC Category 3
- 1389 Research Commonwealth Government Grants (excluding AGDOE) USC –  
HERDC Category 2

## **External Research Funds and Research Commercialisation income not subject to a University Services Charge (exemptions)**

- Grants listed on the Australian Competitive Grants Register (as maintained by the Australian Government Department of Education)
- Funds provided in support of ECU Industry Collaboration grants
- Funds provided for student stipends and postdoctoral fellowships
- Funds provided by Australian charities and not-for-profit organisations for the purposes of research and listed on the Australian Charities and Not-for-profits Commission register:  
[http://www.acnc.gov.au/ACNC/FindCharity/Search\\_the\\_ACNC\\_Register/ACNC/OnlineProcessors/Online\\_register/Search\\_the\\_register.aspx](http://www.acnc.gov.au/ACNC/FindCharity/Search_the_ACNC_Register/ACNC/OnlineProcessors/Online_register/Search_the_register.aspx)
- Funds provided by international charities and not-for-profit organisations for the purposes of research and listed on the country's Not-for-profits Commission register
- Funds donated to the ECU Foundation and allocated for the purposes of research
- Western Australian Health Promotion Foundation (Healthways) grants
- Australia Council for the Arts
- Medical and Health Research Infrastructure Fund (MHRIF)
- New Independent Researcher Infrastructure Support Awards (NIRIS)
- FutureHealth WA Major Research Grant support
- Global Innovation Linkages Programme
- Australian Collaborative Education Network (ACEN)

**Note: FBSC needs to be notified of the project code of these exemptions.**