



POLICY

Policy Title: Tuition Unit and Incidental Fee Setting

Policy Owner: Chief Financial Officer

Keywords: 1) Tuition fees 2) Unit fees 3) Fees 4) Fee Setting

Policy Code: PL085 [ad062]

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1. INTENT

ECU will set unit fees annually and these will be approved by the Vice-Chancellor. Unit fees shall be compliant with relevant legislation and the ECU Fee Statute.

2. ORGANISATIONAL SCOPE

All ECU staff

3. DEFINITIONS

TERM	DEFINITION
Community Access Units	Units undertaken but no assessment or grade is provided upon completion.
Commonwealth Contribution Amount	The amount the Commonwealth contributes to a Higher Education provider based on the funding cluster in which a unit is classified and is outlined in HESA.

Commonwealth Supported Students	Students that are Australian or New Zealand citizens or holders of permanent or permanent humanitarian resident visas, and are eligible for Commonwealth Higher Education Assistance.
Course cost	Direct and indirect costs incurred in teaching the course.
Default Domestic Tuition Unit Fee	The Commonwealth Contribution amount plus the Maximum Student Contribution amount.
Default International Onshore Unit Fee	The Default Domestic Tuition Unit Fee plus 20%.
Domestic Tuition Students	Students who are Australian or New Zealand citizens or holders of permanent or permanent humanitarian resident visas, and are not in receipt of Commonwealth Higher Education Assistance.
ECU Fees Statute	University Statute No. 31 – Fees. <u>G&PS Legal - Edith Cowan University</u>
HESA	Higher Education Support Act 2003 and its guidelines.
Incidental Fees	Incidental Fees are fees charged to students which are additional to tuition fees, which meet the criteria for Incidental Fees determined by HESA. Incidental fees may occur in connection to a unit, course or as a form of penalty related to enrolment. These fees are independent to the tuition fee.
International Offshore Students (FPOF)	Students in an ECU offshore program delivered through, or in collaboration with, an offshore partner.
International Onshore Students (FPON)	International students that hold Australian Student visas and study on an ECU campus, or International students studying online and residing outside Australia.
Maximum Student Contribution amount	The maximum amount a Higher Education provider can charge a Commonwealth Supported Student. This is based on the funding cluster that a unit is assigned to and is outlined in HESA.
Non-Award Students	Domestic Tuition, International Onshore and International Offshore Students enrolled in units but not enrolled in an ECU course.
Short and Other Courses	Courses offered that do not qualify for an ECU award.
Student Cohort	A student cohort, in relation to a particular course of study of which a unit of study forms a part, is the group of all of the students who commence the course in a particular year with a particular higher education provider.
Study Abroad Students	International Onshore Students who are enrolled with an overseas higher education provider and are not part of a formal exchange agreement with ECU. These students must be charged fees in accordance with HESA guidelines.
Unit	A subject of study that can form part of a course.
University Executive	Committee consisting of executive staff that provide advice to the Vice-Chancellor.
USSC	University Services and Sustainability Contribution on revenue streams that are part of the Strategic Funding Model.

USC	University Services Charge on commercial activities and research funding to cover central University overheads.
VET	Vocational Education and Training.
WA Department of Training and Workforce Development VET Fees and Charges Policy	Government of Western Australia Department of Training and Workforce Development - VET Fees and Charges for Publicly Funded Registered Training Organisations and Programs.

4. POLICY CONTENT

- 4.1 The Commonwealth Supported Student Contribution Unit Fee shall be the Maximum Student Contribution amount allowable under HESA, consistent with the policies set by ECU's governing Council (UC122/02 dated 28 June 2007).
- 4.2 Domestic Tuition and International Onshore Unit Fees shall not be lower than the Commonwealth Supported Student Contribution Unit Fee in accordance with HESA regulations.
- 4.3 International Onshore Unit Fees shall not be lower than Domestic Tuition Unit Fees.
- 4.4 Domestic Tuition and International Onshore Unit Fee rates shall be reviewed on an annual basis.
- 4.5 Commencing Domestic Tuition and Commencing International Onshore Unit Fee rates and increases shall be recommended by the Executive Dean/Dean to the University Executive for endorsement.
- 4.6 Continuing Domestic Tuition and Continuing International Onshore Unit Fee continuing rates and increases shall be recommended by the University Executive for endorsement.
- 4.7 The Vice-President (Corporate Services) shall recommend the Domestic Tuition and International Onshore Unit Fee rates and increases to the Vice-Chancellor for approval through University Executive.
- 4.8 Approval of fees set subsequent to the annual fee setting process shall be as follows:
Unit fees will require:
- Recommendation by the Executive Dean/Dean or their delegate; and
 - Approval by the Chief Financial Officer.
- Unit fees requiring amendments to existing published fees will require:
- Recommendation by the Executive Dean/Dean; and
 - Approval by the Vice-President (Corporate Services).

- 4.9 International Offshore Unit Fees shall be set as part of the contract approval process and as a minimum cover the direct unit costs, operating surplus contribution and the USSC.
- 4.10 VET Domestic Unit Fees shall be charged the maximum fee consistent with WA Department of Training and Workforce Development VET Fee Charges Policy requirements.
- 4.11 VET international course fees shall be set in accordance with compliance requirements and market conditions.
- 4.12 Non-Award Unit Fees will be set at the same rate as the Commencing Domestic Tuition or Commencing International Onshore Unit Fee depending on the status of the Non-Award Student.
- 4.13 Study Abroad Students will be set a fee per semester that is equal to or greater than the minimum indicative course fee for International Onshore Students, in accordance with HESA guidelines.
- 4.14 Short and Other Course Fees shall be approved by the Executive Dean/Dean of the relevant School or Academic Centre. As a minimum, the fees shall cover course costs, operating surplus contribution and the USC.
- 4.15 Unit fees for students enrolled in a Community Access Unit shall be set at a level to recover at least the apportioned direct costs of teaching the unit.
- 4.16 Fees for units without an associated School or Academic Centre will be recommended by the Chief Financial Officer to the University Executive for approval.
- 4.17 Incidental fees are charged for activities that qualify under HESA as incidental. These are set an associated School or Academic Centre at a level to recover the direct costs and shall comply with the requirements outlined in the Incidental Fee Procedure. The annual fee register shall be recommended by the Executive Dean/Dean (or their delegate) to the Vice-Chancellor. Subsequent changes for the year to be approved by the Chief Financial Officer.
- 4.18 The Chief Financial Officer shall conduct an annual review of all fees under this policy for compliance.

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.

6. RELATED DOCUMENTS:

6.1 Documents which are relevant to the operation of this policy are as follows:

- [Incidental Fee Procedure](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Chief Financial Officer
All Enquiries Contact:	Strategic Financial Analyst
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8. APPROVAL HISTORY

Policy Approved by:	Vice Chancellor
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Date last modified:	April 2018
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