

Fees and Charges Interim Regulations 2013

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VICTORIA UNIVERSITY

Victoria University Act.2010

Fees and Charges Interim Regulations 2013

The Vice-Chancellor makes the following Regulations under section 54 of the *Governance, Academic and Student Affairs Statute 2013*.

Dated: 1 July 2013

THE COMMON SEAL of VICTORIA)
UNIVERSITY was affixed to this)
document in the presence of:)
)



.....
Professor Peter Dawkins
Vice-Chancellor and President

.....
Professor Duncan Bentley
Deputy Vice-Chancellor

PART 1—PRELIMINARY

1. Objective

The objective of this regulation is to make interim provision for the operation of the fees and charges by the University following the commencement of the *Governance, Academic and Student Affairs Statute 2013*.

2. Authorising provision

This regulation is made under the *Governance, Academic and Student Affairs Statute 2013* sections 28, 29 and 30 of the *Victoria University Act 2010*.

3. Definitions

In these Regulations—

EFTSL means equivalent full-time student load;

TAFE means tertiary and further education.

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Part 2— Student Services and Amenities Fee

PART 2— STUDENT SERVICES AND AMENITIES FEE

4. Student Services and Amenities Fee

- (1) Subject to sub regulation (5), all students shall pay to the University, for each year in which they are enrolled a compulsory student services and amenities fee (SSAF). The date that this fee is payable will be not be earlier than the last day on which a student is able to enrol in a unit of a course.
- (2) For 2013, the fee shall be:
- a. For higher education students:

Student Category	2013 Fee by Semester for	2013 Annual Maximum Fee
Full-time		
Studying .75 EFTSL or higher (typically three units or more per semester)	\$136	\$272
Part-time		
Studying less than .75 EFTSL (typically two units or less per semester)	\$68	\$136

- b. For TAFE students:

Student Category	2013 Annual Maximum Fee
Full-time government funded studying 541 hours or more per year	\$272
Part-time government funded studying between 50 and 540 hours per year	\$136
Eligible concession card holders	
*Concession rates are only applicable to students that are currently eligible for concession rates on their tuition fees	\$65

- (3) The Vice-Chancellor may set fees for subsequent years and such fees will be posted on the University's website.
- (4) The monies received under this regulation less the cost of administration shall be applied to the provision of amenities and services of a non-academic nature.

- (5) The following students are exempt from paying the SSAF:
- a. TAFE students:
 - i. studying entirely off-campus;
 - ii. with an enrolment load of less than 50 hours per year;
 - b. higher education students studying entirely off-campus;
 - c. students receiving advanced standing (or recognition of prior learning) for their entire course;
 - d. international students;
 - e. full-fee students who are not supported by Commonwealth or Victorian funding;
 - f. fee for service students (where this charge is incorporated in the fee);
 - g. asylum seekers whose sponsorship by the Asylum Seeker Resource Centre excludes payment of this fee;
 - h. University employees on a time fraction of 0.5 or more:
 - i. teaching in academic programs or courses of study or conducting research pursuant to a tenured, tenurable or fixed-term appointment;
 - ii. as general staff pursuant to a permanent or continuing appointment or a fixed-term contract; or
 - iii. as technical and further education teaching staff pursuant to a tenured, tenurable or fixed-term appointment.

5. Annual financial statement

- (1) The Council will cause to be prepared annually a detailed audited statement of -
- a. the amount of student services and amenities fee (SSAF) collected in the preceding year;
 - b. the purposes for which expenditure was made from the amount of SSAF fees collected;
 - c. the names of the organisations to which monies from the SSAF fees collected were made available for expenditure and the amount of monies made available to each; and
 - d. the purposes for which the monies from the SSAF fees collected were expended by the organisations.
- (2) The statement referred to in sub regulation (1) will be readily available for students and prospective students at the commencement of each academic year.
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PART 3 - COURSE FEES AND CHARGES

6. Course fees and charges

- (1) With respect to domestic students and overseas students who are studying onshore, the Vice-Chancellor can set fees for:
 - a. award courses (in both higher education and TAFE sectors); and
 - b. non-award and short courses.
- (2) The fees and charges set for 2012, increased by the applicable consumer price index will apply to 2013, unless the Vice-Chancellor specifically authorises new fees to be set for 2013.
- (3) The fees and charges under this Part must be posted on the University's website prior to any student being enrolled in that course (or a unit in that course).
- (4) The University must post the name and fee applicable to every unit in a higher education and TAFE award course which is offered to domestic students on the University's website as follows:
 - a. if the unit has a census date in the subsequent year between 1 January and 30 June of that subsequent year, on or before 1 October of the current year;
 - b. if the unit has a census date between 1 July and 31 December of the same year, on or before 1 April of the current year.

7. Exemptions from course fees and charges

University employees on a time fraction of 0.5 or more:

- a. teaching in academic programs or courses of study or conducting research pursuant to a tenured, tenurable or fixed-term appointment;
- b. as general staff pursuant to a permanent or continuing appointment or a fixed-term contract; or
- c. as technical and further education teaching staff pursuant to a tenured, tenurable or fixed-term appointment,

will be exempt from payment of fees in sub regulation 6(1)(b).

8. Payment of fees

- (1) Students must pay all fees and charges payable under this Part by the due date for payment.

Note

The due date will be the time of enrolment or re-enrolment unless otherwise provided in the University's policies.

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Part 3 - Course Fees and Charges

- (2) In special circumstances, the Vice-Chancellor may grant to any person an extension of time for enrolment, re-enrolment or payment of fees which extension of time may, at the discretion of the Vice-Chancellor, be subject to the payment of an additional fee as determined by the Vice-Chancellor.
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PART 4 - Amenities, Services, Facilities and Equipment Fees and Charges

PART 4 - AMENITIES, SERVICES, FACILITIES AND EQUIPMENT FEES AND CHARGES

9. Amenities, Services, Facilities and Equipment fees and charges

- (1) The Vice-Chancellor may, from time to time, determine the fees and charges to be made by the University to any person for the use of, or access to, any goods, amenities, services, facilities or equipment provided by the University.
 - (2) Without limiting the generality of sub regulation (1), the fees and charges that may be made under this Part include those:
 - a. in respect of any re-assessment, further or supplementary assessment other than where special consideration has been applied for and granted;
 - b. for providing to a person a copy of his or her academic record;
 - c. in respect of an application for the review of work or a report in relation to an assessment;
 - d. in respect of an extension of time for enrolment, re-enrolment, or payment of course fees;
 - e. in respect of an application for a refund of fees and charges; and
 - f. in respect of a cancellation, variation or addition of units in a course.
 - (3) The fees and charges under this Part will be posted on the University's website.
 - (4) Every person using, or being granted access to, any goods, amenities, services, facilities or equipment to which a fee applies is liable to pay the applicable fee or charge which has been fixed.
 - (5) Any money owed in respect of a loan provided from the University, or accommodation provided by, or on behalf of, the University, which remains unpaid beyond the due date for payment becomes a charge for the purposes of this Part.
 - (6) The fees and charges set for 2012, increased by the applicable consumer price index will apply to 2013, unless the Vice-Chancellor specifically authorises new fees to be set for 2013.
 - (7) Nothing in this regulation limits the University's right to fix further fees and charges in policies.
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PART 5 - REIMBURSEMENT OF FEES AND CHARGES

10. Reimbursement of fees and charges

- (1) In accordance with the terms, conditions and policies applicable to the subject matter of any fees and charges, a person may apply for the refund of all or any part of the fees and other charges paid by that person if he or she has -
 - a. withdrawn from a course; or
 - b. changed from being a full-time student to a part-time student; or
 - c. ceases to use, or access, the goods, amenities, services, facilities or equipment provided by the University.
- (2) Notwithstanding the provisions of sub regulation (1) if, in the opinion of the Vice-Chancellor, special circumstances have caused a student to cancel his or her enrolment during the year, the Vice-Chancellor may remit or reimburse all or part of any fee owed or paid by the student for that year.

PART 6 – NON-PAYMENT OF FEES AND CHARGES

11. Non-payment of fees and charges

- (1) Unless the Vice-Chancellor decides otherwise, where a person who has not paid all fees or charges owing by the person to the University, the University may:
- a. refuse to enrol the student;
 - b. suspend or cancel an existing enrolment; or
 - c. take the action described at section 42 of the *Governance, Academic and Student Affairs Statute 2013*.
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