

# Fees Policy

## Section 1 - Summary

(1) This Policy outlines principles regarding the setting, amendment, variation and review of tuition and non-tuition fees for all students.

## Section 2 - Accountability

### Key Decision Making powers under the Policy

Role	(Delegated) Power
Vice-Chancellor	Power to approve tuition fees.
Deputy Vice-Chancellor Finance	Power to approve non-tuition fees (HE).
Chief TAFE Officer	Power to approve VET non-tuition fees (excluding SSAF), where such courses are fully costed and fees are set at a level where the University remains financially viable.
Director, Student Administration	Power to determine review applications for decisions concerning fee refunds.
Director, Student Services	Power to determine review applications for decisions concerning fee waivers.
Campus Director and Principal, VU Sydney	Power to determine review applications for decisions concerning fee refunds and fee extensions (for VU Sydney).
Associate Director, Students, VU Sydney	Power to approve fee refunds and fee extensions.
Associate Directors, Flagship Research Institute	Power to approve Fee Waivers for international higher degree by research students.
General Manager, VU English	Power to approve refund of tuition fees after course commencement date for VU English students on extraordinary humanitarian grounds. Power to determine applications for fee extensions (VU English).
Director, VU College	Power to determine review applications for decisions concerning fee extensions (VU English).
Senior Deputy Vice-Chancellor and Chief Academic Officer	Power to approve refund of tuition fees after Census date for international students (excluding VU English) on extraordinary humanitarian grounds.
Senior Manager, Wellbeing Services	Power to approve Fee Waivers as per the <a href="#">Fee Adjustments Procedure</a> . Power to determine review applications for decisions concerning Exceptional Circumstances Fee Extension.
Senior Coordinator, Student Support & Advocacy	Power to approve Exceptional Circumstance Fee Extensions.
Director Library Education and Research Services	Power to determine applications for review of a library fine.

## Section 3 - HESF/ASQA/ESOS Alignment

(2) HESF: 7.2 Information for Prospective and Current Students

(3) ESOS Act: Part 3 Division 2; Part 5 Division 2.

(4) Standards for RTOs: Standard 5; 7; Schedule 6.

## Section 4 - Scope

(5) This Policy applies to Students of the University, at onshore locations. Arrangements for Offshore locations are the responsibility of the Partner Institution.

(6) This Policy does not apply to:

- a. Children's Centre fees;
- b. Student housing fees;
- c. [Payment plans](#) for VET Students.

## Section 5 - Definitions

(7) Domestic Student

(8) Fee

(9) Fine

(10) International Student (Onshore)

(11) Non-Tuition Fee

(12) Student Services and Amenities Fees (SSAF)

(13) Tuition Fee

## Section 6 - Policy Statement

### Part A - Principles of Fee Establishment, Review and Publication

(14) All fees and charges levied by Victoria University are governed by the provisions of the [Fees and Charges Regulations 2013](#).

(15) This Policy and associated Procedures comply with the requirements of relevant legislation including the [Higher Education Support Act 2003 \(Cth\)](#), [Education Services for Overseas Students 2000](#) (ESOS Act), [Dual sector VET Funding Contract](#) and Higher Education Provider Guidelines.

(16) The University sets and reviews fees based on the following principles:

- a. VU is an open and excellent University, dedicated to student access, opportunity and success;
- b. VU ensures all course and unit fees:

- i. represent good value for money for students
- ii. are fair and equitable to all students;
- iii. are set at a level where the University remains financially viable; and,
- iv. are market-competitive.

(17) Fee setting recommendations will be influenced by broader analysis of factors such as:

- a. VU Financial sustainability;
- b. Cost of delivery;
- c. Price competitiveness;
- d. Market sensitivity; and,
- e. Price elasticity.

(18) VU is committed to full disclosure and transparency of the costs of undertaking a Course.

(19) All fees and charges are published on the VU website in an accessible manner in a timely fashion and in time for student enrolment.

(20) Fee information will be transparent and clearly state all costs entailed in a course or unit of study or activity.

## **Tuition Fees**

(21) Tuition fees will be reviewed annually and set at a level in accordance with Clause 16.

(22) As part of the annual fees review, tuition course fees for international full-fee paying students must be established two academic years ahead to ensure timely fee advice for prospective students.

(23) All tuition course fees will be approved and published in an accessible manner within timeframes specified in the [Fee Setting Procedure](#) and in line with relevant legislation.

## **Non-Tuition Fees**

(24) The University establishes fees and charges for services it delivers to students related to the provision of education.

(25) Colleges and Research Institutes (HE) and Centres (VET) responsible for the delivery of the course or unit recommend fee charges annually for approval by the Deputy Vice-Chancellor Finance (for HE) and Chief TAFE Officer (for VET).

(26) Where fees are wholly or part established by an external body (e.g. SSAF), the relevant business area is responsible for ensuring recommendations comply with current external requirements.

(27) All non-tuition fees once approved are published in an accessible manner within timeframes specified in the [Fee Setting Procedure](#) and in line with relevant legislation.

## **Part B - Principles of Fee Adjustment**

(28) The University acknowledges students may experience exceptional circumstances causing substantial and unforeseen financial hardship during their study. To assist, some students may be eligible for (as detailed in the [Fee Adjustments Procedure](#)):

- a. An extension of time to pay their fees; or,

b. A fee waiver to cover the full or partial waiving of fees.

(29) The University may offer a sponsorship (fee discount) to individual students or targeted cohorts as part of a student recruitment or retention strategy.

(30) Where a sponsorship (fee discount) for a cohort or individual is approved the discount is borne by the College or Research Institute (HE) or Teaching Centre (VET) for the course or unit.

(31) Where a sponsorship (fee discount) is applied, fees charged must cover all direct and administrative costs.

(32) Where fees are not paid, the University may:

- a. Take action as described in Regulation 11 of the [Fees and Charges Regulations 2013](#) and Section 42 of the [Governance, Academic and Student Affairs Statute 2013](#) including:
  - i. withhold the person's assessment or examination results; testamurs; academic transcripts;
  - ii. exclude the person from graduation;
  - iii. refuse to enrol the student;
  - iv. suspend or cancel an existing enrolment; as well as,
  - v. withhold the person's statement of attainment.
- b. Refer the matter to debt collection, which may incur additional costs to the student;
- c. Initiate legal action.

(33) The University will inform the Department of Home Affairs where an international student's enrolment is cancelled or suspended due to non-payment of fees;

## Refunds

(34) The University recognises students' entitlement to a full or partial refund of certain fees and charges where relevant circumstances apply. Criteria and procedures for refunds are detailed within the Fee Adjustment Procedure.

## Part C - Fee Establishment, Approval and Adjustment

(35) Tuition (HE & VET) fees are approved by the Vice-Chancellor on endorsement of the CFO and Chief TAFE Officer.

(36) Non-tuition (HE) fees (including SSAF) are approved by the Deputy Vice-Chancellor Finance annually following recommendations from the relevant areas (see [Fee Setting Procedure](#)).

(37) VET Non-tuition fees (excluding SSAF) are approved by the Chief TAFE Officer (where courses are fully costed and fees are set at a level where the University remains financially viable).

(38) Fee setting at VU Sydney is determined by the Joint Management Committee as described in the VU/ECA Partnership Agreement, following the Principles of Fee Establishment in Part A of this Policy.

(39) For Fee Adjustments, see the [Fee Adjustments Procedure](#).

## Part D - Reviews

(40) Students who dispute their fee obligation may apply to have the matter reviewed by the Director, Student Administration or the Campus Director and Principal (for VU Sydney students).

(41) Students who wish to dispute the application of a library fine may apply to the Associate University Librarian, Education & Research Services as per the [Fee Adjustments Procedure](#).

(42) Students may apply to have a fee refund determination reviewed by the Director, Student Administration or nominee; or the Campus Director and Principal (for VU Sydney students).

(43) Students who are denied a fee extension may apply to have this decision reviewed by the Senior Manager, Wellbeing Services or nominee; the Director, VU College (for VU English students); or the Campus Director and Principal (for VU Sydney students).

(44) Students who are denied a fee waiver may apply to have this decision reviewed by the Director, Student Services or nominee.

(45) These nominated review avenues represent the final University review available in fee matters. External appeal avenues are available to all students who wish to dispute fee determinations on relevant legal grounds.

## **Section 7 - Procedures**

(46) [Fee Setting Procedure](#)

(47) [Fee Adjustments Procedure](#)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	15th January 2020
<b>Review Date</b>	15th January 2023
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	7th January 2020
<b>Expiry Date</b>	Not Applicable
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## Glossary Terms and Definitions

**"International Student (Onshore)"** - A person who has been granted a visa by the Department of Home Affairs which gives them study rights.

**"Student Services and Amenities Fees (SSAF)"** - A fee charged to support services and amenities to onshore students subject to Government legislation e.g. sport, recreation, counselling and childcare.

**"Domestic Student"** - A person who is an Australian or New Zealand citizen or holder of an Australian Permanent Resident Visa (including humanitarian visas).

**"Fee"** - The price established for delivery of all or part of a student's educational experience at VU, including tuition and non-tuition fees.

**"Fine"** - A disincentive charge levied to encourage students to perform actions in a timely and appropriate manner (e.g. library fines, late enrolment fines.)

**"Non-Tuition Fee"** - The price established for delivering a student's educational experience at VU, excluding tuition fees and fines. These may include ancillary and course materials fees (associated with the provision of services and/or goods retained by the student for use during their course), Student Services and Amenities Fees (SSAF), and other fees and charges (e.g. parking fees). International Students should refer to Section 7(3) of the Education Services for Overseas Students Regulations 2019 for further guidance.

**"Tuition Fee"** - The fees payable by a student to the University which is directly related to the teaching and assessment for a course or unit in which a student is enrolled. International Students should refer to Section 7(2) of the Education Services for Overseas Students Regulations 2019 for further guidance.