

Fee Determination Procedure - Non-Tuition

Section 1 - Purpose / Objectives

(1) See Fees Policy.

Section 2 - Scope / Application

(2) See Fees Policy.

Section 3 - Definitions

(3) Nil

Section 4 - Policy Statement

(4) See Fees Policy.

Section 5 - Procedures

(5) The procedure relates to the setting, amending, reviewing and publication of non-tuition fees and charges as identified in the Fees and Charges Regulations 2013 Part 2. This procedure ensures that fees and charges are set, reviewed, amended, reported and published in accordance with legislation.

(6) This procedure applies to non-tuition fees and charges that the University has the power to impose on persons who are on University premises, using University facilities and services or engaged in University activities. The non-tuition fees and charges which can be imposed or charged by the University are:

- a. Application Fees
- b. Fitness Centre Fees
- c. Library Fees
- d. Facilities and Security Fees
- e. Assessment and Completion Fees
- f. Ancillary and Material Fees
- g. Student Connect Fees and Charges
- h. Student Services and Amenities Fees (SSAF), and
- i. Any other fees fixed under Fees and Charges Regulations 2013

(7) This procedure does not currently apply to the establishment of Children's Services Centre fees or student housing fees.

(8) While the timelines below will be adhered to, the Fees and Charges Regulation 2013 does not limit the power of the University to fix or impose other fees and charges or to change fees at any time.

(9) This procedure is based on the following assumptions:

- a. Re-distribution of business unit responsibilities is approved by the Senior Management Team
- b. College and business units are appropriately resourced.

Part A - Key Dates

Activity	Due Date
Annual Review of Tuition Fees and Charges	January to July
Submit Tuition Fees and Charges to Finance Services for CFO approval	15 July
Approval of tuition fees and charges	15 August
Publication of non-tuition fees and charges on University website	1 October

Part B - Roles and Responsibilities

Role	Responsibilities
Chief Financial Officer	Responsible for non tuition fee determination final signoffs
Finance	Financial advice regarding the financial context, including the yearly increase of non-tuition fees.
Marketing	Market research advice regarding non-tuition fees.
Office of Quality Information and Planning (QIP)	Incorporation of non-tuition fees into University planning processes.
Responsible Area	Business Unit responsible for: Overall co-ordination of the non-tuition fee approval process Publication of fees and charges Maintenance of all the documentation for all relevant processes.
Senior Officer in Charge	Provides recommendations of reviewed fees under their college or business unit responsibility to the Chief Financial Officer for approval.
Governance	Manages submissions to the Senior Management Team
Senior Management Team	Notes non-tuition fee schedule.

Part C - Non Tuition Fee Setting Process

(10) There are three main stages of tuition fee setting: Fee Determination, Fee Approval and Fee Publication.

Fee Determination

Stage 1: Preparing to Recommend

Activity	Responsible
Co-ordinate tuition fee determination schedule and activities	Responsible Area
(12) Conduct market analysis against like organisations where relevant	Responsible Area, Marketing, Finance

Stage 2: Recommendations

Activity	Responsible
(13) Prepare recommendations regarding tuition fee levels to be submitted to the CFO which factors in the following: Current non-tuition fees Advice from Finance Advice from Marketing Advice from VE/FE Comparative Analysis and Market Research findings. Research salary and on costs. Output: Fee Schedule recommendations	Responsible Area
(14) Send recommendations to all parties for review	Responsible Area
(15) Review fee recommendations	Senior Officer in Charge, Responsible Area, Finance, Marketing,
(16) Submit Recommendations Collate and validate (with consideration of advice from relevant University business units) suggested recommendations and prepare final recommendations for consideration by the Senior Management Team. Send recommendations to the Senior Management Team Secretariat.	Responsible Area

Fee Approval

Activity	Responsible
(17) Consider Recommendations and Set Fee Schedule	The Senior Management team considers the final recommendations and sets the Fee Schedule.
(18) Send the recommendation to the Chief Financial Officer for approval/sign off.	Governance
(19) Receives recommendation request to set fees for the forthcoming year	Chief Financial Officer
(20) Reply with approval or amendments	Chief Financial Officer

Fee Publication

Activity	Responsible
Configure/report/publish Fee Schedule as appropriate	Student Systems, VUI, VUE, Marketing, Finance, QIP
Update fees as requested in line with authorised changes	Fees Business Specifications and Configuration Officer

Section 6 - Guidelines

(11) Non Tuition Fee Determination Process Flowchart

Status and Details

Status	Historic
Effective Date	17th December 2014
Review Date	30th June 2019
Approval Authority	Vice-Chancellor
Approval Date	15th December 2014
Expiry Date	7th January 2020
Accountable Officer	Lucy Franzmann Chief Financial Officer
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