

# **Fee Determination Procedure - Tuition Fees**

## **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 tuition fees and charges as identified in the Fees and Charges Regulations 2013 Part 2 . It ensures that tuition fees and charges are set, reviewed, amended, reported and published in accordance with legislation.

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

- a. Local full fees
- b. International full fees
- c. English language intensive course fees
- d. Government funded course fees
- e. Study Abroad tuition fees

(7) Fees for award course international students are established and published 2 years in advance to facilitate the provision of proper and appropriate advice to the market. Approval timeframes are the same but the approval is sought for the fee year ahead of the fee year being established for domestic and English language intensive students.

(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.

## 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 tuition fees and charges on University website	<p>1 April for units with a census date in the same year between 1 July and 31 December</p> <p>1 October for units with a census date in the subsequent year between 1 January and 30 June</p> <p>1 October for all VUE English language intensive courses for the subsequent year</p> <p>31 December for international student fees for the subsequent year + 2</p>

## Part B - Roles and Responsibilities

Role	Responsibility
Admissions	Overall co-ordination of the tuition fee approval process. In consultation with all relevant University stakeholders, preparation of updates to all tuition fees (units of study and/or indicative course fees) Validation of suggested amendments from Colleges Maintenance of the documentation for all relevant processes.
Chief Financial Officer	Responsible for tuition fee determination endorsements
Colleges	<p>Advice regarding currency of courses and units of study.</p> <p>Advice regarding market positioning of courses</p> <p>Review of updated tuition fee recommendations prepared by Admissions.</p> <p>Completion of costings templates for re/calculation units of study costs.</p>
Finance	Financial advice regarding the financial context, including the yearly increase of tuition fees. Maintenance of costings templates for re/calculating units of study.
Marketing	Market research advice regarding tuitions fees. Publication of tuition fees
Quality Information and Planning	Incorporation of tuition fees into University planning processes
Vice Chancellor and Senior Management Team	Setting and approval of tuition fee schedule
Student Systems	Configuration of tuition fees in VUCONNECT. Advice and actions regarding government reporting requirements.
VET Strategy group	Advice regarding VE/FE strategy, context and associated requirements
VU International(VUI)	Advice regarding international context and associated requirements Recommendations re fee levels
Victoria University English (VUE)	Recommend pricing levels for English language courses based on market comparison

## Part C - Tuition Fee Setting Process

(9) 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
(10) Co-ordinate tuition fee determination schedule and activities	Admissions team
(11) The Commonwealth and Victorian governments release the HE CSP Funding Clusters/Student Contribution Bands and the VE/FE Indexation Rates respectively.  This information is received and processed by VU.	Admissions team
(12) Ensure that all relevant parties have received the Government Funding Clusters and Indexed Rates	Admissions team
(13) Conduct market analysis against like organisations and courses	Marketing / VUI / VUE / Admissions team

### Stage 2: Recommendations

Activity	Responsible
(14) Prepare recommendations regarding tuition fee levels to be submitted to the CFO which factors in the following: Current Fee Schedule Code, Title, EFTSL, FOE codes Advice from Finance Information on salary, on costs and marginal costs Market comparison information and international market information Advice from Colleges of all upcoming course changes via CAMS Commonwealth Government Indexed Rates for 201x (HE CSP) Commonwealth Government Allocation of units of study to funding clusters and student contribution bands according to Field of Education Codes for 201x (HE CSP)  Victorian Government Ministerial Indexation rates for 201x (VE/FE)  Course delivery plans, listing all core and elective units (for domestic full fee courses)  (15) Output  VU Fee Schedule recommendations (increased as per government requirements and/or default VU index)  Indicative course fees (for Domestic full fees).	Co-ordinated by Admissions team Input from Colleges / Finance / Marketing / VUI / VET / VUE
(16) Send recommendations to all parties for review	Admissions team
(17) Review tuition fee recommendations	Colleges, Finance, Marketing, VUI, VE/FE
(18) Submit Recommendations Collate and validate (with consideration of advice from relevant University business units) suggested recommendations from Colleges and prepare final recommendations for consideration by the Senior Leadership Team . Send recommendations to the Senior Leadership Team Secretariat.	Admissions

## Fee Approval

Activity	Responsible
(19) Consider Recommendations and Endorse Fee Levels	Chief Financial Officer
(20) Send the recommendation to the Vice Chancellor and Senior Management Team for approval/sign off.	Governance
(21) Receives recommendation request to set fees for the forthcoming year	Vice Chancellor and Senior Management Team
(22) Reply with approval after consideration of annual budget.	Vice Chancellor and Senior Management Team

## 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
Communicate changed Fees as added to CRICOS to TEQSA	Quality and Compliance, VUI

## Part D - Assumptions

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

- a. That international tuition fees continue to be semester-based. (If this changes to unit-based fees, the approval process for domestic full fee tuition fees will apply)
- b. Re-distribution of business unit responsibilities is approved by the Senior Leadership Team
- c. Admissions are appropriately resourced to do this work.

## Section 6 - Guidelines

(24) VE / FE Costing Template

(25) Tuition Fee Determination Process Flowchart

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	17th December 2014
<b>Review Date</b>	30th June 2019
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	15th December 2014
<b>Expiry Date</b>	14th January 2020
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