

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Policy on Internal Tuition Fee Waivers, Scholarships and Sponsorships

Establishment:	Deputy Vice-Chancellor (Academic), 5 January 2016
Last Amended:	Deputy Vice-Chancellor (Academic), 18 July 2017
Nature of Amendment:	Consequential change to terminology
Date Last Reviewed:	July 2017
Responsible Officer:	Deputy Vice-Chancellor (Academic)

1. Purpose

1.1 This policy establishes the principles and framework for managing the establishment of internal tuition fee waivers, scholarships and sponsorships for domestic and international fee-paying students.

2. Scope and exclusions

2.1 This policy applies to the establishment, management and administration of all internal tuition fee waivers, scholarships or sponsorships that will result in the waiving or reduction in payment of a student's tuition fee.

2.2 This policy does not apply to:

- tuition fee scholarships or sponsorships funded by an external organisation or individual;
- domestic students in receipt of a Commonwealth supported place or research training program fee offset;
- associated living costs, establishment costs, stipend support or, in the case of international students, overseas student health cover or visa costs;
- the Student Services and Amenities Fee; or

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- a fee for English language tuition, where English language tuition is delivered separately to an award course.

3. Definitions

For the purpose of this policy:

Domestic students are defined as being Australian citizens, Australian permanent residents or New Zealand citizens.

International students are defined as students who are in Australia on a temporary visa (including a temporary protection visa) and studying in Australia.

An **exempt student** is defined under Commonwealth Government Guidelines. Refer to the Australian Government Department of Education Administrative Information for Providers.

Tuition fee refers to the scheduled tuition fee, which is published on the University's website.

Tuition fee waiver refers to an approved concession that is granted to a student to reduce the amount of the tuition fee they are required to pay to the University for a specified period of time. In the case of a full waiver, the approved concession will reduce the amount of tuition fee paid by the student by 100 per cent for the specified period of time.

Tuition fee scholarship refers to a scheme where a Central Portfolio, Faculty or School funds all or part of a student's tuition fee on the basis that the student has met specified eligibility conditions and has also met selection criteria based on academic merit.

Tuition fee sponsorship refers to an arrangement where a Central Portfolio, Faculty or School funds all or part of a student's tuition fee and, whilst there may be specified eligibility conditions, there is **no** requirement that the student meet selection criteria based on academic merit in order to receive the sponsorship.

4. Legislative requirements

4.1 Under Australian Government legislation a higher education provider must ensure that every domestic student, who is not Commonwealth supported and who is not an exempt student, pay tuition fees and cannot waive the tuition fee for these students. Domestic fee-paying students in a unit of study must be charged an amount for the tuition fee that is no less than the Commonwealth Government's published maximum student contribution amount for that unit of study. The student contribution amount is the amount that would apply to a Commonwealth supported student for that unit of study.

4.2 Australian Government legislation requires a higher education provider to charge international students a fee for their course that is sufficient to recover the full average cost of providing the course to those students. The fee must be no less than the relevant minimum indicative course fee specified in the [Higher Education Provider Guidelines](#). This requirement to charge a fee that meets these minimum specifications does not apply in the case of international research higher degree students in receipt of a scholarship on the basis of merit following a competitive application process.

4.3 Providers are permitted under legislation to award scholarships to pay all or part of a student's tuition fees.

5. Principles

5.1 Tuition fee waivers, scholarships and sponsorships must comply with Commonwealth Government legislation and support the strategic directions of the University.

5.2 A proposal to establish a tuition fee waiver, sponsorship or scholarship must:

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- specify the value and duration of the waiver, scholarship or sponsorship; and
 - in the case of a tuition fee scholarship, provide details of eligibility conditions and selection criteria.

5.3 A tuition fee waiver, scholarship or sponsorship cannot seek to vary:

- the University entrance requirements for the degree for which the waiver, scholarship or sponsorship applies, including Genuine Temporary Entrant and Genuine Student criteria for international students; and
- in the case of international students, the requirement to provide evidence of funds to cover living costs.

5.4 The management and administration of tuition fee waivers, scholarships and sponsorships will be consistent across the University, with transparent and equitable selection processes where relevant.

6. Responsibility for internal tuition fee waivers, scholarships and sponsorships

6.1 The Chief Financial Officer is responsible for developing, in consultation with Faculties, and implementing the *Procedure for the Financial Administration of Internal Tuition Fee Waivers, Scholarships and Sponsorships*.

6.1.1 This procedure sets out the terms and other requirements for the financial administration of internal tuition fee waivers, scholarships and sponsorships.

6.1.2 The Vice-Chancellor will approve the number of certain categories of sponsorships that can be awarded each year.

6.2 Faculty Executive Deans, Deans of School and Directors of central units (e.g. International Centre) are responsible for implementing the *Procedure for the Establishment of Internal Tuition Fee Waivers, Scholarships and Sponsorships*.

6.2.1 This procedure sets out the framework for the establishment of internal fee waivers, scholarships and sponsorships.

6.2.2 A proposal to establish a tuition fee waiver, scholarship or sponsorship must be approved by the appropriate authorised member of the senior executive as set out in Schedule A of this policy.

Where relevant, approvals will be within the annual limit approved by the Vice-Chancellor.

7. Related legislation and Flinders University policies and guidelines

This policy should be read in conjunction with Australian Government legislation and guidelines and University policies, including:

- [Higher Education Support Act 2003](#);
- [Australian Government Higher Education Provider Guidelines](#);
- [Department of Education Higher Education Administrative Information for Providers](#);
- [Policy and Procedures on Payment of Student Contribution Amounts and Tuition Fees by Domestic Students](#);
- [Guidelines for Setting Domestic and International Student Fee Levels, Student Contribution Amounts and Other Student Charges](#);

- [International Student Tuition Fees Procedures;](#)
- [Policy on Prizes and Scholarships.](#)

Schedule A: Approval authorities

Type of arrangement	Authorised officer
Fee Waivers	
Tuition fee waiver for International research higher degree (RHD) student in receipt of a designated competitive stipend scholarship (refer clause 3.1 1)	Deputy Vice-Chancellor (Research)
Scholarships	
International tuition fee scholarships (refer section 4 1)	Deputy Vice-Chancellor (Academic)
Sponsorships	
Strategic international coursework sponsorship 2 (refer clause 5.1 1)	Pro Vice-Chancellor (International)
Strategic domestic postgraduate coursework sponsorship 2 (refer clause 5.1 1)	Deputy Vice-Chancellor (Academic)
Strategic international research higher degree sponsorships 2 (refer clauses 5.1 and 5.2 1)	Deputy Vice-Chancellor (Research)
International RHD student who has exceeded the duration of an approved tuition fee waiver or sponsorship 2 (refer clause 5.3 1)	Deputy Vice-Chancellor (Research)
Tuition fee sponsorship on humanitarian grounds (refer clause 5.4 1)	Vice-Chancellor
Individual sponsorship – exceptional circumstances – RHD student (refer clause 5.5 1)	Deputy Vice-Chancellor (Research)
Individual sponsorship – exceptional circumstances – international coursework student (refer clause 5.5 1)	Pro Vice-Chancellor (International)

Individual sponsorship – exceptional circumstances – domestic coursework student (refer clause 5.5 1)
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Deputy Vice-Chancellor (Academic)

- 1 In the *Procedure for the Establishment of Internal Tuition Fee Waivers, Scholarships and Sponsorships*.
- 2 The number of sponsorships must be within the limit approved by the Vice-Chancellor each year

Related Link

[Procedure for the Establishment of Internal Tuition Fee Waivers, Scholarships and Sponsorships](#)