

# Student Fees Procedures

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## 1. Governing Policy

[Student Fees Policy](#)

## 2. Purpose

These procedures set out the processes for setting, approving and charging tuition fees, student contribution amounts, incidental fees and the Student Services and Amenities Fee (SSAF) consistent with the requirements of the [Student Fees Policy](#).

## 3. Fee Setting

Student fees are approved only by a delegate authorised under the [Student Fees Policy](#).

### 3.1. International student tuition fees

- a. International student tuition fees will be set in accordance with the [International Student Tuition Fees Procedures](#) as a course fee based on:
  - i. a standard full-time enrolment load of 36 units per year or equivalent units per study period for **coursework** students
  - ii. the number of days of candidature in each half-year period for **higher degree by research** students.
- b. The international student tuition fee for a course must be no less than the relevant minimum indicative course fee specified in the [Higher Education Provider Guidelines 2023](#) except where:
  - i. a course is provided wholly offshore, and students enrolled in the course will not enter Australia for study, or

- ii. the relevant Commonwealth department has given the University approval to charge less than the minimum indicative fee for a course.

### **3.2. Domestic postgraduate coursework tuition fees**

- a. Tuition fees for domestic postgraduate coursework courses will be based on the fees charged for the topics comprising the course.
- b. Each topic has a unit value. Topics are grouped into tuition fee bands. A fee per unit will be set for each band and will apply to all topics in that band, unless an exception is approved in accordance with Procedure 4. Any exceptions will be specified in the University's [postgraduate tuition fees schedule](#).
- c. The University may offer a postgraduate coursework course that requires a single fee level for the course e.g. a course offered in partnership with another institution, or as a Commonwealth Government funding requirement. In such cases the fee level will be determined in negotiation with the partner institution, or as stipulated by the Commonwealth Government funding terms.
- d. The fee for a domestic postgraduate coursework topic must be greater than the full student contribution amount for topics in the relevant field of education. A lower fee may be approved for the following exceptions:
  - i. a lower fee is needed to price a strategically significant course to be competitive in the market, and
  - ii. there are no Commonwealth supported students enrolled in a topic in that fee band.
- e. Colleges must seek approval from the Deputy Vice-Chancellor (Students) to convert a place in a domestic postgraduate course from fee paying to Commonwealth supported or vice versa. Relevant business areas (e.g. Student Finance, Curriculum Management) and the Fee Advisory Committee must be informed of any approved conversions.

### **3.3. Student Contribution Amount for Commonwealth Supported Places**

- a. The student contribution amount for a topic will be set at the maximum student contribution amount permitted by the Commonwealth Government for the [funding cluster](#), or part of a funding cluster, in which the topic is classified.
- b. The authorised delegate may approve an exception for a cohort of students where a lower student contribution amount is required on contractual grounds, or to meet the strategic goals of the University.
- c. Where a topic is a part of an enabling course, the student contribution amount for a place will be zero.

### **3.4. Fees for single topics undertaken on a non-award basis**

- a. Students who are enrolled in a single topic on a non-award basis in accordance with s.5.2.4 of the [Enrolment Procedures for Coursework Students](#) will be charged a tuition fee that will be at least equivalent to:
  - i. the highest student contribution amount, in the case of undergraduate topics, or
  - ii. the domestic full fee paying postgraduate fee, in the case of postgraduate topics.
- b. Colleges must seek approval from the authorised delegate to charge any variation to the standard fee.

### **3.5. Student Services and Amenities Fees (SSAF)**

- a. The SSAF will be set at the maximum rate set by the Commonwealth Government, unless otherwise approved by the authorised delegate, and will be charged pro-rata based on enrolment load.

- b. Only 50 percent of the SSAF will apply to topics where online or online plus placement/intensive are the only modes of delivery<sup>1</sup> available for the topic, or topics only offered at specified teaching locations as listed on the University's SSAF webpage.
- c. The following cohort of students are exempt from the SSAF:
  - i. offshore students
  - ii. onshore international students
  - iii. enabling course students, and
  - iv. other cohorts of students or specific course(s) approved by the Deputy Vice-Chancellor (Students). Student Finance and Scholarships will maintain a register of such exemptions.

#### 4. Fee Advisory Committee

- a. A Fee Advisory Committee (FAC) will meet at least annually and at other times as needed to review the international student tuition fee and domestic postgraduate tuition fee bands.
- b. The Fee Advisory Committee (FAC) is comprised of:
  - i. Deputy Vice-Chancellor (Students) (Chair)
  - ii. Vice-President and Pro Vice-Chancellor (International)
  - iii. Deputy Vice-Chancellor (Research) or nominee
  - iv. College Vice-President and Executive Deans
  - v. Vice-President (Corporate Services)
  - vi. Chief Financial Officer
  - vii. Head of Product Marketing
  - viii. IDS Education Data & Analytics Business Partner (in attendance)
  - ix. Executive Officer (in attendance).
- c. In formulating the fee bands, the FAC will seek advice from Colleges and relevant portfolios (e.g. Student Finance and Scholarships, Business Intelligence and Planning, Marketing and Student Recruitment) and will consider the following factors:
  - i. the requirements of these procedures
  - ii. the fees charged for other equivalent courses offered by Flinders and by other Australian universities, with particular reference to other members of the Innovative Research Universities (IRU) network and other South Australian universities
  - iii. the nature and size of the potential market for courses
  - iv. an estimate of cost of delivery
  - v. the University's strategic goals.
- d. The FAC Chair will recommend to the authorised delegate under the [Student Fees Policy](#) for approval:
  - i. the schedule of standard fees for each domestic postgraduate fee band that will apply in the next calendar year, and

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<sup>1</sup> Topic modes of delivery are defined under Annex B of the [Award Courses Policy](#).

- ii. the schedule of international student tuition fees that will apply in the year following the next calendar year.
- e. Once approved by the authorised delegate, the international student tuition fees will be published in the [international student tuition fees schedule](#) and the domestic postgraduate tuition fees will be published in the [postgraduate coursework tuition fees schedule](#) on the University's website, and these are the fees that apply.

## 5. Incidental Fees

- a. The University may charge incidental fees for:
  - i. a good or service that is not essential to the course
  - ii. an alternative form of access to a good or service that is essential to the course but is otherwise readily available to students at no additional cost by the University
  - iii. costs for food, transport, and accommodation (meals, hotels, camping) associated with a field trip
  - iv. items that become students' property and would be required by a professional for their professional practice (such as stethoscopes, dance shoes, protective equipment, artwork supplies), provided that the students have the option of buying such items from a supplier other than the University
  - v. levies, in particular circumstances e.g. a levy may be charged where a student has not returned borrowed equipment or has returned it in an unsatisfactory condition.
- b. Students must not be charged for:
  - i. basic clinical, laboratory, workshop or creative materials that are needed for them to participate fully in a topic and are consumed during the course of study
  - ii. course materials such as subject outlines, reading lists, library books
  - iii. goods and services provided as a reasonable adjustment in accordance with the Disability Policy
  - iv. any other item identified in [Higher Education Administrative Information for Providers](#).
- c. Incidental fees will be approved by a delegate authorised under the [Student Fees Policy](#) relevant to the topic to which the fees are to apply or the area providing the goods or services.

## 6. Change in residency or enrolment status

### 6.1. International students granted permanent residency

- a. Where an international student is granted permanent residency they will either be converted to a Commonwealth supported place or they will be charged a tuition fee from the next relevant census date following the granting of their permanent residency status.
- b. Where no Commonwealth supported place is available for the student or the University does not intend to offer a Commonwealth supported place in their course of enrolment, the student will be charged:
  - i. if they are enrolled in an **undergraduate course**: tuition fees not less than the full student contribution amount but not more than the tuition fees applying to international students
  - ii. if they are enrolled in a **postgraduate course**: the applicable domestic student tuition fee.

### 6.2. International students enrolled in the Bachelor of Clinical Science/Doctor of Medicine or Doctor of Medicine

- a. International students studying the Bachelor of Clinical Science/Doctor of Medicine or Doctor of Medicine at the Approval Date of these procedures but who commenced their course of study prior to

2025 who are granted permanent residency will be charged tuition fees in accordance with s.6.1.b.ii above.

- b. International students who enrolled in the Bachelor of Clinical Science/Doctor of Medicine or Doctor of Medicine after the Approval Date of these procedures, or other exceptions approved by the Fee Advisory Committee and specified in the [postgraduate tuition fees schedule](#), who are granted permanent residency will continue to be charged the relevant international student tuition fees.

### 6.3. Domestic Higher Degree by Research (HDR) students who exceed their Research Training Program (RTP) fee offset period

- a. Domestic HDR students who exceed their RTP fee offset period will be charged tuition fees based on their time-based enrolment after the RTP fee offset period has ceased.
- b. The fee charged will be annually reviewed by Pro Vice-Chancellor (Research Training and Capabilities) and Dean of Graduate Research and approved by a delegate authorised under the [Student Fees Policy](#).

### 6.4. International HDR students who exceed their RTP fee offset period or maximum enrolment duration

- a. International HDR students in receipt of an RTP fee offset who exceed their fee offset period, or their maximum enrolment duration (see s.4.5 of the [HDR Policy](#)), will be charged the applicable international student tuition fees.
- b. The fee charged will be based on the student's time-based enrolment, set in accordance with the [Student Fees Policy](#) and supporting procedures.

## 7. Definitions

<b>Census date</b>	the last date students can withdraw from a topic and not incur a debt in respect of that topic
<b>Commonwealth supported place</b>	a place at a university where the Commonwealth Government subsidises part of the student's topic fees
<b>Domestic students</b>	students who are Australian citizens, Australian permanent residents or New Zealand citizens
<b>Incidental fees</b>	fees charged for items, amenities, or services incidental to studies
<b>International students</b>	students who are studying on a student visa and temporary visa with a study right
<b>Online topic</b>	definition is listed in Annex B: Mode of Delivery Definitions of the <a href="#">Award Courses Policy</a>
<b>Online Plus Placement/Intensive topic</b>	definition is listed in Annex B: Mode of Delivery Definitions of the <a href="#">Award Courses Policy</a>
<b>Research Training Program (RTP)</b>	the RTP is a Commonwealth government scheme established to support both domestic and international students undertaking research doctorate and research masters degrees

<b>Student contribution amount</b>	the part of the topic fee paid by a Commonwealth supported student
<b>Student Services and Amenities Fees (SSAF)</b>	a fee, revenue from which supports non-academic services to students
<b>Tuition fee</b>	the tuition fee paid by students who are not Commonwealth supported. There are different tuition fees for domestic and international students
<b>Tuition fee waiver</b>	a concession whereby the amount of tuition fees a student must pay is reduced for a specified period

## 8. Supporting procedure and links

International Student Tuition Fees Procedures

[Fee Payment Extension or Instalment Procedures](#)

[Fee Refund and Remission Procedures](#)

Related links:

[Education Services for Overseas Students Act 2000](#)

[Higher Education Provider Guidelines 2012](#)

[Higher Education Support Act 2003](#)

[Higher Education Administrative Information for providers](#)

[RTP Scholarships Administrative Rules](#)

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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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