



## Fee Setting Procedures

### 1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Generating and Receiving Income Policy](#)

### 2. PROCEDURAL DETAILS

- 2.1. The tuition fees and student contribution amounts approved by the University (either by Council, the Vice-Chancellor or an officer of the University exercising delegated power) will be implemented in a transparent and consistent way across the University.
- 2.2. Fees will be set annually with reference to each of the following parameters:
  - (a) Cost of delivery;
  - (b) Known and anticipated cost increases;
  - (c) The need to set surplus funds aside for the purposes of the University's strategic objectives (such as research);
  - (d) Capacity of the University to deliver the course/unit;
  - (e) Legislative restrictions (for example, minimum course fees for International Onshore students);
  - (f) Marketing sensitivity;
  - (g) Competitive advantage or pressures; and
  - (h) Known and anticipated demand trends.
- 2.3. Fees will be levied on the basis of the student's enrolment.
- 2.4. Fees may be set by Council, the Vice-Chancellor or another officer of the University exercising delegated power.
- 2.5. Indicative course fees over the normal duration of full-time study programs will be provided to International Onshore students.
- 2.6. The University will maintain a schedule of fees payable by students.
- 2.7. Tax invoices will be issued to students or sponsors.
- 2.8. Outstanding debts will be handled in accordance with sound financial management principles as approved by the Chief Financial Officer.

### 3. RESPONSIBILITIES

Responsibilities are as set out in section 2.

### 4. SCOPE OF PROCEDURES

These procedures apply to all tuition fees and student contribution amounts for all students taught by the University.

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

#### **Fee**

A tuition fee, or a student contribution amount for a place as defined in the *Higher Education Support Act 2003* (Cth).

### 6. SCHEDULES

*Nil*

### 7. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Support Act 2003 \(Cth\)](#)

<b>Policy Compliance Officer</b>	<a href="#">Amanda Stammers</a> , Director, Financial Reporting
<b>Policy Manager</b>	Chief Financial Officer
<b>Approval Authority</b>	Chief Financial Officer
<b>Review Date</b>	1 <sup>st</sup> April 2024

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	22/10/2012	Chief Financial Officer	EM1232	Unconditional (Approved and Amended as per new Policy Framework - previously titled Fee Setting Policy)
	Approved	24/01/2017	Chief Financial Officer	EM1702	Unconditional
	Approved	08/05/2020	Chief Financial Officer	EM2011	