



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 \(Cth\)](#)

| | |
|----------------------------------|---|
| Policy Compliance Officer | Philip Thomas , Director, Financial Operations and Strategic Procurement Financial Services |
| Policy Manager | Chief Financial Officer |
| Approval Authority | Chief Financial Officer |
| Review Date | 1 st April 2020 |

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 |