

# Approval of Tuition Fees and Fee Reduction Scholarships

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## 1.0 Purpose

This procedure describes the process for the review and approval of tuition fees that Griffith can determine itself (including the Student Services and Amenities Fee) and scholarships which are tuition fee reductions.

## 2.0 Scope

This procedure applies to; 1) tuition fees for international students<sup>1</sup>, domestic undergraduate fee paying students, domestic postgraduate and HDR fee paying students, Study Abroad students and non-award and continuing education students; 2) the Student Services and Amenities fee; and 3) scholarships which are tuition fee reductions for full fee paying students.<sup>2</sup>

## 3.0 Procedure

Griffith's approach to reviewing and approving tuition fees and tuition fee reductions is guided by the below principles:

- Griffith uses pricing in a manner that aligns with its strategy and values, and ensures that its tuition fees reflect value delivered to students.
- Griffith strategically uses pricing to achieve the desired market position for a program and ensure financial sustainability for the university.
- Griffith complements its pricing approach with scholarships and tuition fee reductions that ensure broader recruitment objectives (for example, diversity of students).
- Griffith complies with all relevant legislative requirements, regulatory requirements and standards, for example, those set out in the Higher Education Support Act, the Higher Standards Framework and the Education Services for Overseas Students Act.

### 3.1 Approval of target band for commencing and continuing fees

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Finance recommends to Executive Group:

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<sup>1</sup> Including undergraduate, postgraduate and higher degree research (HDR) international students.

<sup>2</sup> Including undergraduate, postgraduate and higher degree research (HDR) international students.

- a target band for the fee increases for commencing international students<sup>3</sup> and commencing domestic postgraduate and HDR fee paying students;
- the fee increase for continuing international students and continuing domestic postgraduate and HDR fee paying students;
- the fee increase for non-award and continuing education students;
- the fee increase for Study Abroad students;
- the investment in fee reduction scholarships for commencing international students and commencing domestic postgraduate fee paying students.

These recommendations are:

- developed with reference to the principles detailed in Section 3
- based on market analysis of:
- the fees and fee reduction scholarships at comparable universities;
- student demand and market conditions;
- broader economic conditions;
- Griffith's costs of delivery and financial position;
- tested with the Vice President Global, the Vice President Future Students & Strategic Communications, (for HDR fees) the Dean of Griffith Graduate Research School, and the Provost.

Finance seeks Executive Group's endorsement for the recommended fee increases and investment in fee discount scholarships prior to Stage 3.2 (detailed below).

### **3.1.2 Approval of commencing fees for each program**

Finance prepares data analysis to inform decisions on fees for specific programs for international undergraduate, international postgraduate, domestic undergraduate full fee paying students and domestic postgraduate full fee paying students for Group Pro-Vice Chancellors. This data analysis prioritises high enrolment programs and considers:

- the target band endorsed by Executive Group in Stage 3.1 and the fees bands set out in Schedule A: Tuition Fees;
- market analysis of fees and ranking at comparable universities, demand and market conditions, and the costs of delivery of the program;
- advice from the Vice President Global and the Vice President Future Students & Strategic Communications on opportunities for high priority programs.

Finance provides this data analysis to Academic Group Pro Vice Chancellors, and Academic Group Pro Vice Chancellors determine a recommended fee for each program.

The recommended fees for international students is shared with the Vice President Global and recommended fees for domestic fee paying students is shared with the Vice President Future Students & Strategic Communications. The Vice President Global and the Vice President Future Students & Strategic Communications may provide advice to the Group Pro Vice Chancellors on recommended fees. The list of recommended fees for HDR fee paying students is shared with the Dean of Griffith Graduate Research School for advice.

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<sup>3</sup> Including undergraduate, postgraduate and higher degree research (HDR) international students.

Finance prepares a submission for Executive Group on the recommended fees from Group Pro Vice Chancellors and seek Executive Group's endorsement.

Where a new program has been developed and the fee needs to be approved out-of-cycle with other programs (as detailed above), the Provost approves the program fee on behalf of Executive Group.

### 3.1.3 Publication of fees

Following Executive Group's approval, Finance informs relevant teams of the fee decisions to ensure that relevant systems and websites are updated to reflect Executive Group's decisions on fees.

## 3.2 Approval of Student Services and Amenities Fee

Griffith sets and use the Student Services and Amenities Fee in line with relevant Commonwealth Government legislation, regulations and related guidelines.

Finance provides the Provost with the recommended standard Student Services and Amenities Fee for the next calendar year. The Provost approves the standard Student Services and Amenities Fee. The standard student services and amenities fee is:

- within the maximum amount set by the Commonwealth Government;
- charged per enrolled credit point for all courses and payable for each teaching period in which a student is enrolled;
- set out in Schedule B: Student Services and Amenities Fee.

## 4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

**Commencing student:** A student who commenced with Griffith university (including students who have accepted a packaged offer) or a student enrolled in their first trimester or equivalent teaching period at Griffith university.

**Continuing student:** A student who commenced their program of study in a previous year and is re-enrolling in that program or a program deemed to be a 'like program', ie, not a new field of study.

**Fees:** The University may charge fees for admission, enrolment, tuition, examination, granting of degrees, and such other activities as the Council may determine in accordance with Commonwealth Government policy. The fee for any program must not be less than the maximum Student Contribution Amount payable for that program by Commonwealth Supported students.

**Higher Degree by Research (HDR):** refers to a Research Masters or Research Doctorate where a Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study; Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

**International students fee:** The tuition fee payable by International Students (FPOS).

**Non-award and continuing education study:** The generic term indicating programs of study which do not lead to the award of a degree.

**Study Abroad:** Programs designed for students who wish to study at Griffith for one or two trimesters. Study Abroad students pay tuition to Griffith and apply directly, through a Study Abroad partner university or a Study Abroad agent or provider.

**The Student Services and Amenities Fee (SSAF):** A fee for student services and amenities of a non-academic nature, the maximum annual amount for which is legislated by the Australian government.

## 5.0 Information

Title	Approval of Tuition Fees and Fee Reduction Scholarships Procedure
Document Number	2022/0000904
Purpose	This procedure applies to: 1) tuition fees for international students <sup>4</sup> , domestic postgraduate fee paying students, and non-award and continuing education students; 2) the Student Services and Amenities fee; and 3) scholarships which are tuition fee reductions for full fee paying students. <sup>5</sup>
Audience	Staff; Students; Public
Category	Academic
Subcategory	Student Services
Approval date	9 December 2022
Effective date	1 January 2023
Review date	2025
Policy advisor	Chief Financial Officer
Approving authority	Provost

## 6.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Higher Education Support Act 2003 (HESA)</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Education Services for Overseas (ESOS) Act 2000</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students (the National Code 2018)</a>
Policy	N/A
Procedure	<a href="#">Fees and Charges Procedure</a>
Local protocol	<a href="#">Fees and Charges Schedules</a>
Schedule	Schedule A: Tuition Fees Schedule B: Student Services and Amenities Fee

<sup>4</sup> Including undergraduate, postgraduate and higher degree research (HDR) international students.

<sup>5</sup> Including international undergraduate, international postgraduate (including HDR) and domestic full fee paying postgraduates.