



**ESTABLISHING PLACES FOR DOMESTIC,
UNDERGRADUATE, FEE-PAYING STUDENTS**
POLICY CORP 8.1

Relevant UTas Ordinance Rule and/or GLP No.	Rule 3: Admission and Student Progress, GLP 12 Academic Standards
Relevant State/Federal Govt. Legislation	<i>Higher Education Support Act 2003</i>
Commencement Date	24 November 2007
Review Date	24 November 2010

POLICY STATEMENT

1 Intent

To establish broad principles underlying the creation of places for fee-paying, domestic undergraduate students in UTAS courses.

2 Scope

All domestic fee-paying students

3 Objective(s)

To:

- make additional undergraduate course places available through charging of fees, where otherwise UTAS would be unable to fund and offer such places; and
- provide guidance to Faculties or Schools that may be involved in establishing such places.

4 Definitions and Acronyms

Domestic student	In this case is a person enrolled in a course of study at UTAS who is an Australian or new Zealand citizen or a permanent resident of Australia
PRC	UTAS Planning and Resources Committee
UTAS	University of Tasmania

5 Policy Maker

Vice-Chancellor

6 Policy Provisions

6.1 Statement of Intent

- 6.1.1** UTAS derives a high proportion of its income from the Commonwealth. As funds from this source reduce in relative terms and become more competitive, UTAS may need to generate additional income through offering fee-paying undergraduate places to domestic students.
- 6.1.2** Any initiatives to introduce fee-paying places will adhere to Commonwealth guidelines that impose conditions intended to protect and maintain the number of Commonwealth fully-funded places.
- 6.1.3** UTAS is committed to maintaining its current Commonwealth fully-funded load profile. It will not substitute domestic fee-paying places for any Commonwealth fully-funded places in any undergraduate award course or in aggregate.

However, where opportunities arise, UTAS may make additional places available through charging of fees, where otherwise it would be unable to fund and offer such places.

6.2 Conditions for Establishing Fee-Paying Places

- 6.2.1** Establishment of fee-paying places assumes that the courses already exist and have HECS-liable students already enrolled.
- 6.2.2** UTAS will continue to emphasise equity of access to places in courses and maintain a primary concern for the ability for any student to succeed. The UTAS Equity Plan will be used to identify the needs of disadvantaged groups and target enrolment levels and promote services to support participation of members of these groups.
- 6.2.3** UTAS does not set prescriptive conditions on creating fee-paying places or when such arrangements are appropriate. The creation of fee-paying places depends on student demand, the ability of the student, sponsor or employer to meet the costs, UTAS actual enrolment outcomes and the enrolment situation in the Faculty, School and course concerned.

UTAS provides general guidance to Faculties or Schools interested in developing fee-paying options. There are strict controls on approval and implementation of such arrangements to ensure that they:

- do not involve any reduction in Commonwealth fully-funded places for undergraduate students;
 - comply with overall UTAS enrolment planning; and
 - comply with DEST guidelines.
- 6.2.4** Proposals for the introduction of fee-paying places will require the development of a detailed business case that includes:
- an assessment of demand;

- the appropriateness of the fee level;
- a comprehensive resources plan to support the additional places and provide assurance that quality of teaching will be maintained;
- the selection process for the allocation of additional places; and
- a clear statement of the student's rights and obligations (including academic progress conditions) if they accept the place.

6.2.5 Proposals should also include information about the conditions under which a fee-paying student may compete for a HECS-liable place in the same course at some point in the future. This might depend on reaching an appropriate standard in the first year and/or may depend on availability of continuing places if there is high attrition from the program. In courses where attrition may be a significant problem, the option of fee-paying enrolments that progressively convert to HECS-liable places should be considered.

6.3 Approval of Proposals for Fee-Paying Places

6.3.1 The DEST guidelines set a maximum level of enrolments on a fee-paying basis in any undergraduate course so generally there will not be separate issues of academic approval of fee-paying programs.

6.3.2 Normally proposals to offer domestic fee-paying undergraduate places, including a fully documented business case, must be submitted by the relevant Faculty Dean to the Planning and Resources Committee (PRC), at least 3 months before it is proposed to accept enrolments.

6.3.3 Proposals will be approved by Council on the recommendation of PRC.

6.3.4 In exceptional circumstances, where limited numbers are involved, and where students may be advantaged by the fee-paying arrangements, the proposals may be approved by the Vice-Chancellor.

6.3.5 Approvals of full cost full fee places will be restricted to an upper limit of 150 places across all courses, with no more than 50 places in any one Faculty, with these limits to be reviewed by Council from time to time.

6.3.6 Generally, proposals will only be approved where the Schools and Faculty involved provide an assurance that their Commonwealth fully-funded enrolment target will be achieved and that the Faculty will have an over-enrolment buffer of at least 1%.

6.4 Student Selection

- 6.4.1** Processes for the selection of students for fee-paying places should take account of the following factors:
- The highest priorities in relation to allocation of HECS places must continue to be school leavers, students transferring from TAFE, and other applicants undertaking their first undergraduate qualification.
 - Students should only be offered fee-paying places if it is determined that they have a reasonable prospect of completing the courses successfully. Fee-paying places should not be offered to students with a score below the normal minimum required academic entry point and academic progress requirements should not be lower than for students who are enrolled in HECS-liable places.
 - Fee-paying places may also be targeted at students who are completing second degrees, or degrees involving professional upgrading, personal interest or development. Information about graduate outcomes, labour market factors and possible tax advantages to students and their employers should be taken into account in determining the number of places to be offered, the fee level and the appropriate selection mechanisms.
- 6.4.2** All students who are offered fee-paying undergraduate places should be provided with a statement of their rights and obligations and a copy of the DEST guidelines on domestic fee-paying students.

6.5 Setting Fees

- 6.5.1** The following approaches to setting fee levels are acceptable:
- full cost recovery, where there is significant demand;
 - marginal cost fees, which will generate more income to the University than the Commonwealth funding, or where these fee arrangements assist the University in maximising funding for its enrolment profile;
 - subsidised fee-paying arrangements, that might involve an employer or sponsor meeting part of the costs and the student meeting the balance; and
 - short-term fee-paying arrangements that might allow a student to transfer to a HECS-liable place if an appropriate standard is reached.

6.6 Reporting

- 6.6.1** The Vice-Chancellor should provide an annual report to Council by June in each year in which domestic fee-paying undergraduate places are offered on the undergraduate courses approved to charge fees, enrolment numbers and any issues relating to the implementation of this policy.

7 Supporting/Related Documents

Higher Education Support Act 2003
DEST Higher Education Provider Guidelines

8 Key Words

- Domestic students
- Fee-paying courses

9 Supporting Procedures/ Guidelines

N/A

RESPONSIBILITIES

Implementation	Faculty Deans
Compliance	Faculty Deans
Monitoring and Evaluation	Council
Development and/or Review	PRC
Interpretation and Advice	PRC

WHO NEEDS TO KNOW THIS POLICY?

- All academic staff

EFFECTIVENESS OF THIS POLICY

- All domestic, undergraduate, fee-paying places comply with this policy

POLICY HISTORY

Policy No.	CORP 8.1
Approved / Rescinded	Approved
Date	23 November 2007
Council	Council (Resolution no. 07/7/35)