ARD – Student Systems

Fees Revenue - Tuition

Tuition

Students charged a Fee Per Credit Point have a Tuition Fee Version.

Student's tuition fees are charged one of 2 ways on the student system:
- Fee per credit point
- Student Contribution Bands for Domestic Commonwealth Supported Students

Click on the Tuition tab to view the Course Details and the Course Fee (if Applicable). Click on the Active course to highlight - the fee per credit point will then be displayed in the lower part of the screen.

Fee Per Credit Point

When an Offer is created in Admissions, if the student has a billing type that generates a Fee Per Credit Point, the system looks up the Fee Per Credit Point on the Course Database for the relevant Year (Course DB Tuition Fee) and this value is written into the Offer Tuition Fee Field.
If the Offer Tuition Fee amount is changed, this becomes an ‘Exceptional Fee, a fee that differs from the Course DB Tuition Fee.

When the student enrols in their Course, the Offer Tuition Fee appears in the Tuition Fee field in Fees Revenue and this is the amount used to calculate the Tuition fee when a student enrols, unless a new Tuition Fee version is created in Fees Revenue.

**Adjusting Fee per Credit Point Student Fees**

**Updating a Course Fee (per credit point rate)**
The Tuition Fee version per credit point can be amended at Course/Year level in Fees Revenue via the Tuition tab.
A user must select the relevant course and then year version to modify:
Once the fee version (green) is elected, the ‘Update Version’ button will indicate if it can be updated. It is also possible to update fee versions retrospectively.

To update a new per credit point rate and reason should be entered. Use of the Effective Date will specify which subjects to pick up and modify in the new fee version:
Confirming the Update to Fees and Subjects Affected

Fees Revenue will confirm with a user the following steps before a Tuition Fee is changed:

1. **Confirm**
   - Updating a Tuition Fee Version Automatically saves the Version.
   - Are you sure you wish to update the selected Tuition Fee Version?
   - Yes
   - No

2. **Confirm**
   - Updating this Tuition Fee Version will reverse existing Tuition Charges and reallocate new charges using the updated version.
   - Are you sure you wish to update the selected Tuition Fee Version?
   - Yes
   - No

Fees Revenue will then list the subjects affected by the Tuition Fee update:

3. **Confirm Update**
   - Updating this Tuition Fee Version will reverse the following existing Tuition Charges and reallocate these using the updated version. *(Tuition Charge Name - billing_subject_id)*
   - INT: 2014:Spring:ACCY111 - 4427798
   - Are you sure you wish to continue?
   - Yes
   - No

**Auto Allocate Update Job**

Fees Revenue will request that the user run the ‘Auto Allocate Update’ job where applicable to update the student record.

4. **Tuition Charges successfully re-allocated**
   - 2 Tuition Charges which use the updated Fee Version were successfully re-allocated.
   - Run the 'Auto Allocate Payments' job under the Admin Tab if required.
   - OK

**Variable International Student Fees**

**Purpose**

UOW made the decision to implement Variable International Student Fees from 2011 to bring it into line with many other Australian Universities.

A new Tuition Fee Version will be created each calendar year the student re-enrolls in their course.
The Tuition Fee will reflect the International Fee Per Credit Point set for the course for the
year in which the student is re-enrolling.

What are the changes?
- Variable International Student Fees implemented from 2011 - New Tuition Fee Versions
to be created when students re-enrol in 2012 (and future years)
- Students who commenced their course in 2010 (and prior years) will be exempt from
  Variable Fees and will continue to pay the same fee for the duration of their course
- Any students who accepted (and paid for) courses commencing from 2011 by 1st
  December 2010 will be exempt from Variable Fees
- When students enrol in their course for the first time, the fee quoted on the offer letter
  will be used for all subject enrolments during the first calendar year
- Variable Fees Exclusion Flags will be developed at the Course, Sponsor and
  Student/Course level to manage cohorts that are to be exempt from this change
- All exemptions must be approved (in writing) by the DVC(I).
- Variable Fees will not apply to students enrolling in any course that has a duration of 1
  year or less (Variable Fees Exclusion flag will be set at the Course Level)

Offer Tuition Fee
Courses (and associated course information) setup in the Course Database are rolled over
from one year to the next.

The International Fee Per Credit Point for each course is manually updated every year – This
is known as the Course DB Tuition Fee.

When an Offer is generated, the system looks up the Course for the year of the offer and
retrieves the Course DB Tuition Fee. This Fee becomes the Offer Tuition Fee (if an
exceptional fee is not set).

If an Offer is made to a student PRIOR to the Fees being set for the year, the student’s Offer
Tuition Fee will be the Fee for the previous year.

Any students EXEMPT from Variable International Student Fees will be charged the Offer
Tuition Fee for the duration of their course.

If a student is NOT EXEMPT from Variable International Student Fees, they will be charged the
Offer Tuition Fee for all subject enrolments during the first calendar year they are enrolled.
When they re-enrol into subjects in future calendar years, the system will retrieve the Course
DB Tuition Fee for the Course for the year in which the student is re-enrolling and create a new
Fee Version.

Variable Fees Example
In 2010, the International Fee Per Credit Point for course 721 was $464. In 2011, the fee for
this course was $495.875 per credit point.

A Student who was made an offer to the 2011 course in March 2010 received an Offer Tuition
Fee of $464. As the 2011 Fee had not been entered into the Course Database when the Offer
was made, the 2010 fee was used.

A Student who was made an offer to the 2011 course in October 2010 received an Offer
Tuition Fee of $495.875 as the 2011 Fees had been entered into the Course Database when
the offer was made.

Assuming that neither of these students are exempt from Variable Fees (ie the Variable Fees
Exclusion Flag is not set at the Course, Student/Course or Sponsor level):

When both these students re-enrol in subjects for 2012, the system will look-up the 2012
version of the course in the Course Database to retrieve the International Fee Per Credit
Point (which is $525 per credit point), a new Tuition Fee Version will be created, and this is
the Fee that the students will be charged for all 2012 subject enrolments.
### Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released yymmdd</th>
<th>Approved By</th>
<th>Amendment</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>120227</td>
<td>Debbie Sartori – Senior Manager – ARD Student Systems</td>
<td>First Released Version</td>
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<tr>
<td>2.0</td>
<td>140616</td>
<td>Trang Nguyen, Student Systems Specialist, ARD Student Systems</td>
<td>Updated notes to reflect Dec 2013 changes to Tuition Fee tab.</td>
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