



# Fee Requirements Form

**NOTE:** This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

## Entity Details

Legal name of entity:

ABN of entity:

ACN of entity:

The *Higher Education Support Act 2003* (the Act) and associated legislative guidelines requires approved higher education providers (HEPs) to meet a number of requirements that relate to fees.

The Fee Requirements Form includes a number of tables to capture your organisation's data relating to course tuition fees, determining census dates, EFTSL values & tuition fees for a sample course, incidental fees and other fees and charges, and for higher education providers only, student services and amenities fees.

Your organisation must complete the Fee Requirements Form in full and provide it to the Department of Education (the department) by uploading the form into the HELP IT System (HITS). Additional information is available in the *FEE-HELP Provider Application Guide (Application Guide)*, <https://www.education.gov.au/higher-education-loan-program/resources/fee-help-application-guide>.

### Please tick below the tables you have completed.

#### Tuition fees, census dates & EFTSL

1. TABLE A—Course Tuition fees
2. TABLE B—Determining unit tuition fees, census dates & EFTSL

#### Incidental fees

3. TABLE C—Incidental fees and other fees and charges

#### Student services and amenities fees (higher education only)

4. TABLE D—Student services and amenities fees

## TABLE A—Course tuition fees

Your organisation must list all eligible courses of study listed in your organisation's scope of registration on the TEQSA National Register (<http://www.teqsa.gov.au/national-register>) in the table below, including superseded courses. If a course was not offered in a particular year, insert the words 'Not offered' in the appropriate space. You must provide an explanation for any discrepancies between the information on the TEQSA National Register and the table below.

Course code	Name of course of study	Total actual course tuition fees charged per student during the CURRENT CALENDAR YEAR	Total expected course tuition fees to be charged per student in the NEXT CALENDAR YEAR

## TABLE B—Determining unit tuition fees, census dates and EFTSL

Approved HEPs are required to determine tuition fees, census dates & EFTSL values for each unit of study it provides or proposes to provide. You are required to populate the table below for at least one course of study.

Unit of study census dates must not occur less than 20 per cent of the way between the unit commencement and completion dates. The period of time during which the unit of study is undertaken should include any normal study breaks, assessments and/or examination periods. Supplementary examinations should not be included as these are not normally undertaken by all the students in the unit of study. If a provider does not know the date for the final examination for a unit, the last day of the examination period is to be used as the end of the study period. If a unit does not include a final examination, an examination period should not be included.

In addition to this, census dates must not occur on days in which students would be unable to readily withdraw from units of study (i.e. public holidays, weekends if the college administration is not open).

The department’s census date calculator will assist you to set appropriate census dates: <https://www.education.gov.au/higher-education-funding/resources/census-date-calculator>.

Your organisation must publish census dates and EFTSL values for units of study on or before the earliest enrolment date for those units of study.

### Sample higher education course

Name of course:

Delivery location(s):

Delivery mode(s):

**NOTE:** If you are unable to fit all of the units of study in the table below for your chosen sample course, please provide the required information in a separate Word document.

Unit of study	Unit of study code	Commencement date	Census date	Completion date	EFTSL	Tuition fees Full fee-paying domestic students
Example: <i>Introduction to Accounting</i>	Example: <i>ACC101</i>	Example: <i>26 Feb 2024</i>	Example: <i>18 Mar 2024</i>	Example: <i>14 Jun 2024</i>	Example: <i>0.125</i>	Example: <i>\$1600</i>

Unit of study	Unit of study code	Commencement date	Census date	Completion date	EFTSL	Tuition fees Full fee-paying domestic students
Example: <i>Introduction to Accounting</i>	Example: <i>ACC101</i>	Example: <i>26 Feb 2024</i>	Example: <i>18 Mar 2024</i>	Example: <i>14 Jun 2024</i>	Example: <i>0.125</i>	Example: <i>\$1600</i>

## TABLE C—Incidental fees and other fees and charges

### Incidental fees

Section 19-102(3)(f) of the Act and Chapter 7 of the Higher Education Provider Guidelines 2023 (HEP Guidelines).

Incidental fees may be charged to students provided the fees meet the legislative requirements. The table below sets out the criteria for determining whether a fee is of a kind that is incidental to study under the HEP guidelines. Additional information is available in the FEE-HELP Provider Application Guide, <https://www.education.gov.au/higher-education-loan-program/resources/fee-help-application-guide>.

Incidental fee	Example	Guidelines reference
A charge for a good or service that is not essential to the course of study.	A charge for a graduation dinner, where it is optional for the student to attend.	<i>HEP Guidelines—section 30(a)</i>
A charge for an alternative form, or alternative forms, of access to a good or service that is an essential component to the course of study, but is otherwise made readily available at no additional fee by the provider.	Where a provider provides course material in hard copy at no additional cost but offers the same material on CD-ROM for which the provider charges a fee.	<i>HEP Guidelines—section 30(b)</i>
A charge for an essential good or service that the student has the choice of acquiring from a supplier other than the provider and is for: <ul style="list-style-type: none"> <li>(i) equipment or items which become the physical property of the student and are not consumed during the course of study; or</li> <li>(ii) food, transport and accommodation costs associated with the provision of field trips that form part of the course.</li> </ul>	Textbooks, art supplies, fabric, protective clothing or footwear.  Field trip transport costs where the provider has paid on the student's behalf, but the student has the choice of organising independently. This may include bus tickets, accommodation, meals and beverages.	<i>HEP Guidelines—section 30(c)(i)</i> <i>HEP Guidelines—section 30(c)(ii)</i>
A fine or penalty provided it is imposed as a disincentive and not in order to raise revenue or cover administrative costs.	Late payment fee.	<i>HEP Guidelines—section 30(d)</i>

## Other fees and charges

In certain circumstances an approved HEP may charge fees for other services that do not meet the criteria for an incidental fee. For example, a provider may charge a fee to a person who is required to sit a special admissions test or audition for a specialised course where special expertise is required to determine the suitability for admission.

In the table below, provide details of **ALL** charges, other than tuition fees, that your organisation intends to charge to students. If your organisation has no incidental and other fees and charges, you must insert the word 'none' in the table.

What is the fee charged for?	Is the fee an incidental fee or other fee?	For incidental fees, under which criteria in Chapter 7 of the HEP Guidelines is the fee allowable?	Fee	How is the fee charged?	Course number, if fees apply to a specific course
Example: <i>Textbooks</i>	Example: <i>Incidental</i>	Example: <i>section 30(c)(i)</i>	Example: <i>\$100</i>	Example: <i>Per unit</i>	Example: <i>C101DE</i>

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## TABLE D—Student Services and Amenities Fees

### (Higher education only)

Under section 19-37 of the Act, a HEP may charge a compulsory student services and amenities fee (SSAF). This is a fee that a HEP requires a person enrolled, or seeking to enrol with the HEP to pay to support the provision to students of amenities and services not of an academic nature, regardless of whether the person chooses to use any of those amenities and services.

Providers may only charge up to a certain SSAF amount to students each year and this amount is indexed annually. Please refer to the department's Student Services and Amenities Fee (SSAF) and SA-HELP webpage for information about the current year's maximum SSAF: <https://www.education.gov.au/higher-education-loan-program/approved-hep-information/student-services-and-amenities-fee-ssaf-and-sa-help>.

If your organisation intends to charge a SSAF, you are required to read the information below, list what amenities and services the SSAF will cover, and complete the table indicating the SSAF rates your organisation will charge by student category. If your organisation does not wish to charge a SSAF, you must insert the word 'none' in the tables below.

### What can the student services and amenities fee be used for?

#### The SSAF may be used for:

- providing food or drink to students on a campus of the higher education provider
- supporting a sporting or other recreational activity by students
- supporting the administration of a club most of whose members are students
- caring for children of students
- providing legal services to students
- promoting the health or welfare of students
- helping students secure accommodation
- helping students obtain employment or advice on careers
- helping students with their financial affairs
- helping students obtain insurance against personal accidents
- supporting debating by students
- providing libraries and reading rooms (other than those provided for academic purposes) for students
- supporting an artistic activity by students
- supporting the production and dissemination to students of media whose content is provided by students
- helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled
- advising on matters arising under the higher education provider's rules (however described)
- advocating students' interests in matters arising under the higher education provider's rules (however described)
- giving students information to help them in their orientation
- helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

**The SSAF may NOT be used:**

- to provide support for:
  - (a) political party or
  - (b) the election of a person as a member of:
    - (i) the legislature of the Commonwealth, a state or a territory or
    - (ii) a local government body.
- to pay a person or organisation to support:
  - (a) a political party or
  - (b) the election of a person as a member of:
    - (iii) the legislature of the Commonwealth, a state or a territory or
    - (iv) a local government body.

**NOTE:** Examples of expenditure for a purpose that relates to the provision of a service listed above includes expenditure by the higher education provider:

- in directly providing the service and
- in getting someone else to provide the service or subsidising the provision of the service by someone else and
- on infrastructure for the provision of the service.

**What the student services and amenities fee will cover**

Your organisation is required to list below the services and amenities that it intends to provide which will be covered by the SSAF. If your organisation does not intend to charge a SSAF , you must insert the word 'none' below.

Student services and amenities covered by the SSAF
Example: <i>Providing food or drink to students on a campus of the higher education provider</i>



## Student services and amenities fee rates

Your organisation is required to complete the table below to include the SSAF it intends to charge a student based on the student's study pattern.

If your organisation does not intend to charge a SSAF, you must insert the word 'none' below.

**NOTE:** It is not necessary to price each item, as the SSAF is a single charge that covers all student services and amenities that the provider offers, whether or not a student intends to use any of them.

<b>Student Category</b> Example: <i>Part-time on campus students</i>	<b>Fee per year<sup>1</sup></b> Example: \$263.25	<b>Applicable % of the amount charged to full-time students</b> Example: 75%

<sup>1</sup> The SSAF charged by a provider must not be above the maximum fee for a calendar year. The maximum fee is indexed annually. Details are available at <https://www.education.gov.au/higher-education-loan-program/approved-hep-information/student-services-and-amenities-fee-ssaf-and-sa-help> and <https://www.education.gov.au/higher-education-loan-program/approved-hep-information/funding-clusters-and-indexed-rates#toc-indexed-rates>.