ANCILLARY STUDENT FEES AND CHARGES FLOW CHART

This flow chart should be read in conjunction with the University's Guidelines for Proposed Ancillary Student Fees and Charges
(http://www.teachingandlearning.uwa.edu.au/itl/committee/guidelinesbest_practice/asfc)

SECTION 1

Question A. Is the proposed fee or charge related to goods or services that are compulsory or essential components of the student's course?

If YES

Question B. Is the essential component readily available in an alternative capacity at no cost?

If YES

Then a charge can be made in accordance with the principles outlined in the guidelines and the following policies and procedure:

1. No school may make a charge for good or service which is in excess of the actual cost of the good or service.
2. No school may require students to pay general unspecified fees or charges.
3. Goods or services for which a charge is to be levied may, if necessary, contain a component for which a charge or fee is not allowed on condition that the non-chargeable component is included free and is also separately available, as and when required, at no charge. It is recommended that where possible chargeable and non-chargeable items be provided separately.
4. All proposed charges must be submitted by the Head of School to the Dean of the Faculty in which they are resourced.
5. Each Faculty must establish an ancillary fees and charges reference group, which includes student representatives to review proposed charges and recommend approval/disapproval to the Dean in accordance with HESA and the University's Guidelines.
6. No ancillary fee or charge can be made without the Dean's prior approval given in accordance with the provisions of these guidelines, and formal recording of such a fee or charge on the Faculty’s approved list of fees and charges, administered by the Ancillary Student Fees and Charges Regulating Committee (see above website).
7. Proposals for new units which incur ancillary fees and charges associated with inter-institutional collaboration must be forwarded by the Dean to the Ancillary Student Fees and Charges Regulating Committee for approval prior to submission to the Academic Council. Faculties are requested to include this requirement on the faculty checklist for new units.
8. The Dean shall confirm continuation of approved fees and charges and provide a list* of additional ancillary student fees and charges for the year to the Regulating Committee no later than 31 October in the preceding year. Any other fees and charges should be submitted to the Regulating Committee in accordance with these guidelines.

If NO

Then no charge can be made to students.

Question C(i). Does the proposed fee or charge come within any of the following three categories:
- Equipment or items that become the physical property of the student, that are not consumed during the course of study and that have value in use after graduation?
- Food and accommodation associated with field trips, work experience programmes or clinical placements?
- Travel, food and accommodation associated with inter-institutional collaborative components of a course?

If YES

If NO

If NO

If NO

If NO

If NO

SECTION 2

If NO

Question C(ii). Do the students have the choice of supplying or acquiring the goods or services either personally or from another supplier?

If YES

If NO

Then no charge can be made to students.