

Terms of Reference - Fee Setting Committee

Purpose

(1) The purpose of the Committee is to:

- a. support and make recommendations to the Pro Vice-Chancellor (Academic Quality) in the exercise of that office holder's delegation to approve fees for Southern Cross University; and
- b. act as a forum to consider proposals to vary the University's fee structure.

Responsibilities

(2) The Committee will:

- a. Review and agree on fee setting principles which align with the University's Strategic Plan and legislative requirements;
- b. Review and agree on a process annually;
- c. Evaluate high level data and information and establish a position on fee setting trends in the Higher Education sector;
- d. Evaluate and discuss data and information (benchmarking, demand, cost etc) on recommended fees aligning to principles;
- e. Set and recommend course and other fees and identify actions and non-compliance issues for further work.

Scope

(3) The Committee will consider fees in respect of:

- a. Domestic Full-fee paying
- b. International students onshore
- c. International students offshore through collaborations
- d. Study Abroad
- e. Non-award
- f. Research

Composition

(4) The membership of the Committee consists of:

- a. Pro Vice Chancellor (Academic Quality) (Chair)
- b. Executive Director, Global
- c. Director, Business Intelligence and Quality
- d. Director, Admissions
- e. Director, Financial Performance
- f. Director, Office of Vice- Chancellor
- g. Vice-President, Future Students and Outreach

h. Faculty Manager Representative

Support Team

(5) The support team consists of:

- a. Manager Reporting & Analysis
- b. BIQ Manager Enrolment, Fees & Reporting
- c. Director, Global Engagement
- d. Chief Marketing Officer

Decision Making

(6) The Committee Chair has the full delegation and the members' role is to provide advice.

Meetings

(7) The Committee will meet at least once to agree on the process each year and twice after per year, with authority to convene additional meetings as circumstances require.

Status and Details

Status	Current
Effective Date	9th March 2026
Review Date	9th March 2029
Approval Authority	Pro Vice-Chancellor (Academic Quality)
Approval Date	6th March 2026
Expiry Date	Not Applicable
Responsible Executive	Thomas Roche Dean, SCU College +61 2 66269148
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