Student Tuition Fee Scholarships Procedure

Version 5 – Approved 11 August 2025

Contents

Purpose

This procedure describes how tuition fee scholarships for domestic and international students are administered and managed in accordance with legislative requirements, including how they are:

- established and approved
- promoted and advertised
- assessed and processed
- monitored and reviewed.

Applicable governance instruments

Instrument	Section	Principles
Student Fees Policy	*Section 1: Student Fees* *Section 4: Student Loans*	1.1-1.3 4.1
Higher Education Support (HES) Act 2003	*Part 2-2 (Commonwealth Grant Scheme)* *Part 5-2 (Administrative Requirements for Higher Education Providers)*	*Refer to DESE guidance notes, sections 11-12, 20-22, 26.*
Education Services for Overseas Students (ESOS) Act 2000	*Division 2 - Tuition Fees*	
Higher Education Standards Framework (HESF) (Threshold Standards) Section 7: Transparency	*Domain 7: Representation, information and information management*	*Section 7.1-7.3*

Procedure

1. Introduction

Tuition fees for domestic and international students are set in accordance with the *Domestic Student Fees and International Student Fees Procedure*. Unless exempt, all students must pay their fees in full upfront, or apply to defer their fees, unless all or part of the tuition fee payable is reduced by a scholarship in accordance with this procedure.

For the purpose of this procedure, tuition fee scholarships are defined as follows:

- **internal tuition fee scholarship** – is a reduction of the fees payable by either a domestic or international student **after** standard fees have been charged in accordance with the *Higher Education Support Act* (HESA) (see section 2).
    - For domestic students in a Commonwealth Supported Place (CSP), the Australian government pays a portion of the tuition fees under the Commonwealth Grant Scheme (CGS) and the remaining amount is payable by the student (known as the Student Contribution Amount (or HECS under the Higher Education Contribution Scheme)). Under HESA, the University cannot waive or discount the Student Contribution Amount at either a course or unit level, however it may cover the cost of the Student Contribution Amount in the form of a full or partial tuition fee scholarship after the student has been invoiced for the standard fee amount.
    - Full fee paying domestic and international students are required to pay their tuition fees in full. Similarly, the University may cover the cost of the tuition amount in the form of a full or partial scholarship only after the student has been invoiced for the standard fee amount.

- **exemption scholarship** – is a scholarship awarded to students in certain circumstances whereby the University does not charge the Student Contribution Amount or tuition fees for units/s of study undertaken towards a course. See section 2.

Tuition fee scholarships are a valuable component of the University's pricing strategy – they provide the opportunity to widen participation through:

- Removing/reducing financial barriers – enabling access to study at university for financially disadvantaged students.
- Attracting a diverse range of students – from Tasmania, interstate and overseas.
- Fostering community/industry partnerships – with key external partners, or as part of an education proposal or tender.

This procedure aims to ensure tuition fee scholarships are:

- awarded to students in an ethical, open and transparent manner
- applied to students' records in a timely and consistent manner
- reviewed regularly to remain fit-for-purpose
- monitored as part of internal review processes, including the review of educational tenures and students' ongoing eligibility, and
- compliant with the University's legal obligations under HESA.

This procedure does not apply to the following:

- Student Services and Amenities Fees (refer to the *Student Services and Amenities Fees Procedure*)
- external tuition fee scholarships or sponsorships funded by other organisations
- domestic students in receipt of a Research Training Program (RTP) fee offset
- associated living costs, establishment costs, stipend support (See *Coursework Scholarships Procedure*).
- overseas student health cover costs (see *International Student Fee Procedure*)

2. Regulatory requirements

2.1. International students must be charged as a minimum, a fee sufficient to recover the full cost of providing a course. The fee must be no less than those shown as the 'Minimum Indicative Course Rate' for the relevant category of courses as defined under the Higher Education Provider Guidelines 2023 (published indexed rates) unless:

a) the course is provided wholly offshore and students will not at any stage enter Australia for study; *or*
b) approval has been given by the Australian Government Department of Education to charge less than the minimum indicative fee for a course; or
c) overseas students are undertaking study in Australia as part of a formal exchange program; or
d) overseas students undertaking study in Australia towards a research master's degree or a research doctoral degree have been awarded a scholarship for that study on the basis of merit following a competitive application process.

2.2. The University is not permitted to waive/discount fees at a course or unit level for domestic students who are not exempt students (see *HESA* section 169-15).

2.3. **Exemption scholarships**: Under HESA (section 169-20), a student may automatically be awarded an 'exemption scholarship' where the student:

a) is a domestic student in either a Commonwealth Supported or Full Fee Paying place, ***and***:
b) is undertaking a unit of study that wholly consists of 'work experience in industry'; *or*
c) is undertaking a unit of study with a higher education provider as part of a course of study with that provider, for which the provider has awarded an 'exemption scholarship' for that course; *or*
d) is undertaking a unit of study with one higher education provider as part of a course of study with another (the **home provider**) if the home provider has awarded the student an exemption scholarship for the course; *or*
e) is undertaking a unit of study with one higher education provider (the **host provider**) as part of a course of study undertaken with another, where the host provider has awarded the student an exemption for the unit; *or*
f) is receiving a Research Training Program (RTP) Fees offset scholarship (which covers the tuition fees of a higher degree by research student).

In these circumstances, a student is not required to pay any of their Student Contribution Amount or tuition fees for unit/s of study undertaken as part of that course of study, from the point at which the scholarship is awarded. The unit/s of study will display as a nil amount on the student's fee invoice and the Fees Team will notify the student of this via the Commonwealth Assistance Notice (CAN) within four weeks of the census date of the relevant study period.

2.4. **Internal tuition fee scholarship**: In all other cases, domestic and international students may be awarded an 'internal tuition fee scholarship'. The value of the scholarship is offset against the student contribution amount or tuition fee **after** the student is invoiced for the standard fee amount.

2.5. The student contribution amount or tuition fee covered as part of the scholarship is paid for by the University (recognised as 'foregone revenue') and reported to the government in its entirety as part of the University's Tertiary Collection of Student Information (TCSI) obligations. All internal tuition fee scholarships must be accurately coded in the Student Management System to ensure compliance with the University's TCSI reporting requirements.

3. Categories of internal tuition fee scholarships

3.1. Internal tuition fee scholarships can be awarded and applied under a number of circumstances (individual student, cohort of students or at a course level) and can be full or partial.

a) **Individual student level**

The internal tuition fee scholarship is applied to an individual student's enrolment, either for the duration of their degree, or part of their degree. Individual student scholarships can be applied on a number of grounds, including but not limited to, ad hoc cases where students may be disadvantaged unintentionally (i.e provider default), fee discrepancies, individual cases of student hardship or academic merit.

b) **Student group level**

The internal tuition fee scholarship is applied to a group of students, either for the duration of a degree, or part of a degree. Student group scholarships can be applied under a variety of circumstances, for example, where the university has arrangements in place with employers to pay the tuition fees on behalf of their employees.

c) **Course level**

The internal tuition fee scholarship is applied at a course level for all students enrolled in a specified course or courses. (For example, a partial internal tuition fee scholarship for CSPs could be a 50% reduction of the Student Contribution Amount for all units within a specified undergraduate course, meaning the University covers 50% of the cost and the student covers the remaining 50%).

Internal tuition fee scholarships should be applied in accordance with the fairness provisions set out under Section 19-30 of HESA.

3.2. **Internal tuition fee scholarships as a result of an educational partnership and/or tender**

Internal tuition fee scholarships can be established as part of an arrangement with an external partner (for example an arrangement with another provider for cross-institutional studies or an educational tender with an employer or industry body). These are managed in accordance with legislative requirements. See Section 2 of this procedure and Section 3 of the *Domestic Student Fees Procedure* in reference to eligibility for Commonwealth support and Employer Reserved Places.

Academic Units or divisional areas wishing to set up internal tuition fee scholarships related to an educational partnership and/or tender should contact the Fees Team prior to proceeding with the proposal to confirm the arrangement complies with HESA.

All other aspects of student fees (including student loans, Student Services & Amenities Fees, and completion of the mandatory eCAF) are managed in accordance with standard University policies and procedures.

4. Establishing new internal tuition fee scholarships

4.1. Internal tuition fee scholarships are approved annually (usually between July and September) by the relevant authorised role (refer to Schedule A) for the following calendar year, once standard tuition fees have been set in accordance with the *Domestic Student Fees Procedure* and *International Student Fee Procedure*.

4.2. Internal tuition fee scholarships are proposed by the relevant Academic Units or divisional areas. The teaching area, Academic Units or divisional area must prepare a business case which demonstrates that there is a strong need for an internal tuition fee scholarship to reduce the amount of fees payable by students. Before preparing the business case, the proposing Academic Unit or divisional area should consult the Fees Team to ensure configuration is possible in the Student Management System and that the proposed fee arrangement complies with relevant legislation.

The business case must specify:

a) the *duration* of the internal tuition fee scholarship – including whether this is to be applied for a calendar year or for the duration of the degree.

b) the *indicative* value of the proposed internal tuition fee scholarship – for example, a specified amount reviewed annually, or a total percentage (%) of a student's fees for the duration of a degree.

The business case should also include the following, as relevant:

c) Evidence of *student success* – for example, data as to the number of students attracted and retained because of the internal tuition fee scholarship, and how many students have been lost.

d) Modelling of the *price sensitivity* for students - for example, whether the internal tuition fee scholarship is required to attract students, or whether there is strong evidence that a scholarship is required in order to be competitive.

e) Analysis of likely *student demand* – the number of students likely to undertake the course if the internal tuition fee scholarship is offered.

4.3. **Individual student level**:

a) New and existing internal tuition fee scholarships up to the total individual or collective value of $50,000 per annum, can be approved by a Head of Academic Unit. In the case where an internal tuition fee scholarship is applied at course level, with units taught and owned across multiple Academic Units, the Academic Units with *primary teaching responsibility* should consult the relevant Academic Units/Business Managers to agree on the internal tuition fee scholarship amount.

b) New and existing internal tuition fee scholarships over the total individual or collective value of $50,000 per annum are to be approved by the relevant authorised role (see Schedule A).

Note: the 'collective value' is the total combined $ amount of the scholarships combined per annum for each Academic Unit if there is more than one being approved in any given year.

4.4. **Course level or student group level**:

a) All new and existing internal tuition fee scholarships relating to a course or group of students require approval by the relevant authorised role (see Schedule A).

b) Requests for internal tuition fee scholarships which apply to a course or group of students , should be submitted to the relevant authorised role (see Schedule A) via the relevant teaching Academic Unit or divisional area, using the template available upon request from markets.revenue@utas.edu.au, following consultation with the Fees team.

4.5. Once approved, the relevant authorised role (see Schedule A) or Academic Unit will notify the Fees Team of the new internal tuition fee scholarship arrangements via a Service Now Ticket (Fee waiver/discount request). The Fees Team will create a new scholarship code/update an existing scholarship code in the Student Management System and notify the relevant Academic Unit/area and Marketing once complete.

4.6. All information relating to internal tuition fee scholarships must be documented and stored in accordance with the University's record management keeping processes.

5. Monitoring, review and re-approval of internal tuition fee scholarships

5.1. All course and student group level scholarships are monitored and reviewed annually by the Academic Unit or divisional area in collaboration with the Fees Team, to ensure they are current and remain fit for purpose.

5.2. All course and student group level scholarships are to be re-approved annually regardless of whether they are unchanged, or before the expiry date in the case of a multi-year educational partnership or tender (refer to section 8.3 below).

5.3. Timing for re-approval can vary throughout the year, depending on the nature of the internal tuition fee scholarship, with most approvals processed between July-September. Courses with internal tuition fee scholarships will not be promoted until appropriate approvals are obtained in accordance with this procedure.

5.4. For the purpose of determining the level of approval, the re-approval of an internal fee scholarships is treated similarly to establishing a new fee scholarship, with the process for obtaining approvals undertaken in accordance with section 4.3 above.

5.5. The Fees Team will maintain a central repository of internal tuition fee scholarships and will review these annually. Once an internal fee scholarship is re-approved it is administered and managed by the Fees Team in collaboration with the relevant acadedmic unit/owning area.

5.6. Students in receipt of internal tuition fee scholarships which include ongoing eligibility requirements will be reviewed regularly by the University (either by the Scholarships Office or Fees Team, depending on the nature of the internal tuition fee scholarship). Students who are no longer eligible to maintain their scholarship, will be notified in writing, and this will be ended in the Student Management System.

6. Multi-year approvals

6.1. Multi-year approvals can be sought for course-level internal fee scholarships which have been re-approved for ***3 consecutive years*** and where ***market demand is proven and sustained***.

6.2. Multi-year approvals can be sought for internal fee scholarships to applied for student groups, if required under the specific sponsorship arrangements or employer/industry partnership.

6.3. All multi-year approvals are required to be approved by the relevant authorised role (See Schedule A) who reserve the right to request multi-year internal fee scholarships be reviewed and/or re-submitted for re-approval at any stage.

7. Advertising and promotion of internal tuition fee scholarships

7.1. Once the internal tuition fee scholarship has been created in the Student Management system by the Fees Team, the course will be required to clearly articulate the internal tuition fee scholarship available to current and prospective students.

7.2. The Marketing Office is responsible for the promotion of all course level scholarships. All promotional material and marketing of internal tuition fee scholarship are required to be approved by the Marketing Office for compliance purposes.

7.3. The marketing of the course will use clear and concise language to ensure understanding by students. The following details will be published and available on the University's [Scholarships, Fees and Costs webpage:]

- How students are eligible for the internal tuition fee scholarship (including any eligibility criteria).

- Details of the duration of the internal tuition fee scholarship (including any applicable enrolment or application cut-off dates).
- How students can apply for the internal tuition fee scholarship (including any supporting documentation required from students).

7.4. The University's professional staff and academics may explain the internal tuition fee scholarship available to students using the same information available on the University's website.

8. Applying, assessing and processing of internal tuition fee scholarships

8.1. Students are considered for internal tuition fee scholarship via the following methods:

- eStudent portal (these require assessment by the Fees Team as supporting documentation is needed).
- Automatic assessment (as identified by Student Services or Academic Unit).

eStudent portal

8.2. Students who apply for an internal tuition fee scholarship via the eStudent portal must read the eligibility criteria and application process carefully and ensure that supporting documentation is provided, if relevant.

8.3. The Fees Team will acknowledge receipt and will assess the application normally within 7-10 business days.

8.4. When assessing the application, the Fees Team may ask the student to provide additional information or supportive evidence (for example letter from their employer).

8.5. Once assessed, the Fees Team will notify the student of the outcome of their application.

Automatic assessment

8.6. Students will automatically be assessed for some internal tuition fee scholarships when they apply to study at the University.

International students will automatically be assessed by the Admissions Team for an internal tuition fee scholarship. These scholarships are assessed on the basis of:

a) academic merit

b) targeted eligibility criteria including citizenship

c) alumni arrangements (i.e. Postgraduate Alumni Scholarship 10%).

Domestic students enrolling in courses which attract internal tuition fee scholarships will be identified either by the Fees Team through system generated reports or by the Academic Units. Academic Units who identify students eligible for internal tuition fee scholarships must submit a request to the Fees Team via Service Now identifying the eligible students.

Processing internal tuition fee scholarships

8.7. Once a student has been identified as being eligible for an internal tuition fee scholarship, the Fees Team will apply this to the student's record in the Student Management System. This process will include a start date, end date (if applicable), the percentage or value (in dollar amount) of student fees being reduced, and for auditing purposes, the origin of the request (i.e Service Now ticket number).

8.8. Once applied, the student will be able to see their tuition fees offset by the internal tuition fee scholarship in eStudent and pay the balance (if applicable) by the fee due date outlined on the University's Key Dates page.

Grievances

8.9. Scholarship decisions are subject to the University's *Student Complaints Policy* and the *Student Complaints Procedure* . Consistent with that procedure, Students with concerns about tuition fee scholarships may contact the Fees Team or the University's Safe and Fair Community Unit.

9. Conflicts of Interest

9.1. When establishing, advertising, assessing and managing internal tuition fee scholarships, all conflicts must be identified, disclosed, monitored and effectively managed. The University's *Conflict of Interest Policy* applies.

9.2. If a person involved in the establishment, advertisement, assessment, approval or tenure management of an internal tuition fee scholarship has an actual, potential or perceived conflict of interest, that person must declare the interest, and an appropriate management plan approved by their supervisor must be put in place in accordance with the *Conflicts of Interest and Gifts and Benefits Declarations Procedure*.

Related Procedures

Domestic Student Fees Procedure

International Student Fees Procedure

Versioning

Currency of procedures is confirmed annually from the date of last amendment. For the details of when this procedure was last confirmed as current, visit the version history page.

Version	Action	Approved By	Business Owner/s	Approval Date
Version 1	Approved	Vice President, Strategy, Marketing, Finance	Director Student Systems and Administration	11 July 2022
Version 2	Approved and renamed	Head, Student Services and Operations	Executive Director, Student Services Manager, Student Administration	11 July 2023
Version 3	Minor amendments approved (position title changes)	Director Governance and Compliance	Executive Director, Student Services Manager, Student Administration	27 September 2023
Version 4	Approved	Deputy Vice-Chancellor (Student Services & Operations)	Executive Director, Student Services Manager, Student Administration	5 July 2024

Version 5	Approved	Deputy Vice-Chancellor (Student Services & Operations)	Executive Director, Student Services Manager, Student Administration	11 August 2025

Schedule A – Table of Approvals

	Category	<$50,000	$50,000 - $1 million	>$1million
New and Existing (incl multi-year)	**Individual Student level^**	HAU (within budget)	DVC-SSO ***or*** DVC Health# (via briefing note with justification) (within budget)	N/A
	Student Group level*	DVC-SSO ***or*** DVC Health# (via briefing note with justification)	DVC-SSO ***or*** DVC Health# (via business case submission)	DVC-SSO (via business case submission to MRWG)
	Course level*			

DVC Health delegation only applies to fee waivers for Health Academic Units up to $1 million within budget, consistent with the DVC-Health general delegation profile G1.

* All student group and course fee scholarship proposals exceeding $1 million must be presented to MRWG as part of the quality and procedural check. This includes multi-year approvals where the value exceeds $1 million. These approvals are typically sought between July and September of the preceding year.

^Additionally, individual student-level fee waivers approved by AU's and DVC's will be reported annually to MRWG by the Fees Team.

For guidance on what to include in the briefing notes or business cases, please contact the fees team.

Acronyms

MRWG – Markets and Revenue Working Group
AU – Academic Unit (AU)
HAU – Head of Academic Unit
DVC – Health - Deputy Vice Chancellor Health
DVC SSO – Deputy Vice Chancellor (Student Services and Operations)