



### Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA312
<b>Title</b>	Course Fee Establishment
<b>Policy Owner</b>	Director Financial Accounts
<b>Date</b>	June 2020
<b>Approved By</b>	University Team Member (UMT)

#### 1.0 Purpose

To ensure that the establishment, billing, collection, and reporting of programme fees is carried out in an accurate, timely, and efficient manner.

#### 2.0 Description

- 2.1 This policy seeks to ensure that appropriate fee levels are set, billed, collected, and reported, in manner which addresses the University's overall budgetary situation, and cash flow requirements.
- I. Each UMT member will be responsible for oversight of Fee Setting within their areas of responsibility.
  - II. The annual fee setting process for each academic year and key dates will be adhered to by all units.
  - III. Fees make a statement about the quality of the course, and this must be taken into account when setting the price while also remaining competitive with peers.
  - IV. Pro rata increases in Part time courses should match their full time offering or in the event of no equivalent full time offering, then should be in line with the overall College increases in both EU and Non-EU fees.
  - V. For any courses longer than 1 year the same fee for all years of the programme should be maintained and the 2nd and subsequent years' fees will not be subject to a further increase other than an annual inflationary increase. This is to ensure fees are known at the outset.
  - VI. Programme and course fee levels shall take cognisance of underlying costs and market conditions and must be established in compliance with relevant legislation set out in 2.5 below.
  - VII. In order to meet prospectus and other published material deadlines, postgraduate fees shall be set 12 months in advance of the year to which they will apply.
- 2.2 Material amendment of fees levels (e.g., across the board increase/reduction) if any, shall be formally recommend by the University's Finance Resources Committee, to Údarás na hOllscoile as part of the annual Fee setting process.
- 2.3 Individual course/programme fees may be amended from time to time by UMT approval, generally under advice from the offices of the Registrar & Deputy President, Secretary for Academic Affairs, and Bursar's office.
- 2.4 Fee income in the annual Financial Statements shall be reported on an accruals basis in accordance with the stated accounting policies of the relevant accounts.
- 2.5 The University's policy will at all times be implemented in compliance with paragraph 40, Chapter VIII of the Universities Act 1997 which reads as follows:-

S.40 — (1) A university may determine and charge fees of such amounts for student registration, courses, lectures, examinations, exhibitions or any other event, service or publication held or provided at or by, or produced by, the University.



(2) An tÚdarás may review with the universities the fees charged or proposed to be charged by the universities for student registration and courses, and for lectures and examinations relating to those courses.

(3) Arising from a review under subsection (2), An tÚdarás may, without prejudice to subsection (1) and after consultation with the Minister, advise the universities on the fees which in its opinion should be charged.

(Note: An tÚdarás = An tÚdarás um Árd Oideachas, i.e. HEA)

### 3.0 Responsibilities

<b>The Director of Financial Accounts</b>	Policy Owner
Fees Office, Financial Accounting, Bursar's office.	With the exception of certain booking deposits, Post Graduate Applications, CALPD, and Acadamh course fees, all billing of students for main stream programmes and courses