MANAGEMENT OF INDIVIDUAL STUDENT DEBT POLICY – COUNCIL POLICY

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Policy Name | Management of Individual Student Debt Policy (Issue Two)
Applicability | Bond University Finance and Academic Services staff
Policy owner | Company Secretary
Contact person | Company Secretary
Policy status | Approved Policy
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Related policies Regulations | Bond University Academic Regulations – Division 3, Section 28 – Fees and Section 34 – Restrictions on Enrolment

1. Overview
Individual student debtors will not be permitted to (1) re-enrol in a program of study and thereby carry accumulated debt from one semester to another; (2) receive an academic transcript; or (3) graduate.

2. The Policy

2.1. Limit on Debt
A Student Debtor will be subject to a fee sanction, where the amount of the debt is more than $1,000 by the beginning of week 9 of the student debtor’s current semester of enrolment.

2.2. Imposition of Fee Sanctions
- Student debtors with a debt exceeding $1,000 at week 9 in a current semester may not pre-register (enrol) in subjects for the following semester until the debt is reduced below $1,000.
- Where the debt remains greater than the minimum SAM, the student debtor will not be eligible to receive academic records or transcripts, or to have an award conferred or to graduate from the University.

2.3. Authority to Impose Sanctions
The Credit Manager is authorised to impose fee sanctions on individual Student Debtors and will notify the Chief Accountant and the Director, Student and Academic Services that a fee sanction has been imposed on a student debtor. The Credit Manager has no discretion to vary the fee sanctions unless the student debtor reduces their balance of outstanding debt below $1,000.

2.4. Lifting of a Fee Sanction
- Where a debt is reduced below $1,000, the Credit Manager will lift the fee sanction for the student debtor concerned and notify the Chief Accountant and the Director, Student and Academic Services accordingly.
- In exceptional circumstances, a student may apply in writing to the Pro Vice-Chancellor (Student and Academic Support) to have the fee sanction lifted. After consultation with the Director, Financial Services, the Pro Vice-Chancellor (Student and Academic Support) may
make a submission on behalf of the student debtor to the Vice President Administration and
if necessary the Vice Chancellor. The Vice President Administration may determine
that a fee sanction be suspended for a defined period subject to the imposition of
appropriate conditions and subject to the limitations imposed by this Policy, including signed
agreement to a repayment plan.

- Any suspension of a fee sanction is strictly limited to deferment of fees to an amount not
  exceeding the cost of two semesters of tuition of the program in which the student debtor is
  enrolled. The outstanding amount must be repaid in full before any further enrolment of the
  student is permitted and must, in all cases, be repaid in full by 30 November of any year.

2.5. Advice Regarding Student Debtors
Where a fee sanction is imposed which prevents access by a student debtor to their Bond student
email account. The Credit Manager will:

- take all reasonable steps to advise the student debtor of their current status in accordance
  with the provisions of this Policy; and
- notify the Director of Student and Academic Services of any changes in the status of a
  student debtor to ensure that appropriate notations are placed on the Student System.

3. Definitions

Student Debtor
For the purposes of this Policy means a student who has been enrolled in a
subject at Bond University and who has an accumulated debt of more than $1,000
in their current semester of enrolment, or who has a debt of more than an amount
equal to the minimum SAM payable by a part-time student at the end of their degree
program.

Fee Sanction
Is a constraint placed on the Student System in relation to a student debtor which
prevents the student debtor’s access to a student IT account, prevents the issuing
of an academic transcript or academic history, prevents the student debtor from re-
enrolling or registering in a subject for a future semester, and prevents the student
debtor from graduating.

Exceptional Circumstances
A material change in the financial situation of a student, which the student could
not have reasonably foreseen or anticipated, and which has a significant impact
upon the student’s capacity to pay tuition fees.

Minimum SAM
The Student Amenities Fee payable by a part-time student from time to time.

4. Related Procedures
This Policy will be expressly notified to each student in writing during the enrolment process.

Procedures for Management of Individual Student Debt

5. Related Guidelines and Forms