DEFENCE RESERVES SUPPORT POLICY

Policy Number: TLR 3.16
Name of Policy: Defence Reserves Support Policy (Issue Three)
Applicability: Bond University Students
Policy Owner: Pro Vice-Chancellor (Students & Academic Support)
Contact Person: Faculty Associate Deans, Student Affairs and Service Quality
Policy Status: Approved Policy
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Related policies: Defence Reserve Service (Protection) Act 2001
Bond University Regulations

1. OVERVIEW
Bond University supports students who are members of the Defence Reserves and has adopted special provisions to ensure they are not disadvantaged academically or financially as a consequence of participation in Defence Reserves activities.

2. THE POLICY
2.1. Objectives
This Policy details the process for special arrangements to be granted to students in the Defence Reserves with regard to attendance, availability of study materials, assessment requirements and refund of fees where possible.

Students enrolled in the Medical Program or externally accredited programs within the Faculty of Health Sciences and Medicine will need to discuss their requirements with the Executive Dean of the Faculty to access special arrangements due to the intensive nature of the Medical program.

2.2. Implementation
2.2.1. A student who is a volunteer member of the Defence Reserves and as such is required to attend one or more compulsory camps of continuous training in a year and occasionally a non-compulsory camp or course, may be granted special arrangements with regard to attendance and assessment requirements where possible.

2.2.2. In these circumstances, the student shall provide the Associate Dean with a statement signed by an authorised officer of the Defence Reserves detailing the times when attendance at the camp or training course is to take place. The Associate Dean will ensure that the lecturers responsible for subjects being undertaken by the student are notified of the approved absence which will not disadvantage the student in terms of any compulsory attendance requirements.

2.2.3. Where possible the Lecturer shall arrange to provide learning materials in alternative formats if the student is unable to attend face-to-face classes during their reserve activity.

2.2.4. A student may apply to the Lecturer for additional time to complete assessment requirements, or a variation to the due date for submission of an assessment task on the grounds of being required to attend Defence Reserves training. Such a request should be submitted in writing as soon as possible before the due date of the submission of the assessment task.

2.2.5. A student may apply to the Student Business Centre for a deferred examination. Application for a deferred examination must be using the application for deferred examination form available via eStudent before the exam period or before the exam starts or within two days after the scheduled examination date.

2.2.6. A student whose Defence Reserves service commitments impact negatively upon their attendance and assessment performance may apply in writing to the Student Business Centre for special arrangements to withdraw from a subject or subjects without academic
penalty (that is without a grade of fail on their academic record for units being undertaken in
the current study period). An application for withdrawal needs to be completed before the
completion of week twelve.

2.2.7. A student who is called upon for full-time service (e.g. as part of a peacekeeping or
humanitarian aid operation) shall provide the Associate Dean with a statement signed by an
authorised officer of the Defence Reserves detailing the expected duration of the call to
service.

2.2.8. The Associate Dean will ensure that the Lecturers for subjects being undertaken by the
student are notified of the approved absence and that provision as per ii and vi, detailed
above, are applied where possible.

2.2.9. In the event a student who is using FEE-HELP to fund their tuition is forced to defer or
withdraw from study in order to undertake full-time service, the University will arrange for the
remission of the student’s FEE-HELP debt for the subject or subjects concerned, if the
withdrawal occurs after the Census date.

2.2.10. If a student is enrolled as a full fee-paying student and is forced to withdraw in order to
undertake full-time service, the University will refund the student’s fees for the relevant
subjects, if the withdrawal occurs after the census date.

3. DEFINITIONS

Defence Reserves  Service (including training) in a part of the Reserves

Associate Dean  Faculty Associate Dean, Student Affairs & Service Quality

4. RELATED PROCEDURES, GUIDELINES AND FORMS

Student Refund Request Form
Withdrawal with Refund of Tuition Fees/Re-Crediting FEE-HELP Application
Deferred Examination Application
Leave of Absence Application (domestic students)
Request for Late Subject Enrolment form
Withdraw without Academic Penalty Application