



MANAGEMENT OF INDIVIDUAL STUDENT DEBT POLICY – COUNCIL POLICY

Policy number	FIN 1.05
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
Date of approval	14 June 2013
Date last amended	21 March 2018
Date last reviewed	
Date of next review	21 March 2021
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 at 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 any semester may not pre-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 Deputy Vice-Chancellor (Student and Support Services) to have the fee sanction lifted. After consultation with the Director, Financial Services, the Deputy Vice-Chancellor (Student and Support Services) may make a submission on behalf of the student debtor to the Vice Chancellor. The Vice Chancellor 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 (2) semesters of full-time 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, GUIDELINES AND FORMS

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

Procedures for Management of Individual Student Debt