

 BOND UNIVERSITY	DEFENCE RESERVES SUPPORT POLICY
Contact Officer	Faculty Associate Deans, Student Affairs and Service Quality
Date First Approved	20 October 2011
Approval Authority	University Registrar
Date of Next Review	3 October 2023

1. PURPOSE AND OBJECTIVES

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. AUDIENCE AND APPLICATION

Bond University Students

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Executive Dean, Faculty of HSM	<ul style="list-style-type: none"> Clause 4.1 Assess student requirements in externally accredited programs prior to approving Defence Reserves Leave.
Students	<ul style="list-style-type: none"> Clause 4.4.4 and 4.2.7 Provide the Faculty Associate Dean, Student Affairs & Service Quality with a signed statement by an authorised officer of the Defence Reserves. Clause 4.2.5 Apply to the Student Business Centre for any deferred exams needed. Clause 4.2.6 Apply to the Student Business Centre in writing for special arrangements to withdraw from subjects without academic penalty.
Faculty Associate Dean, Student Affairs & Service Quality	<ul style="list-style-type: none"> Clause 4.2.2 and 4.2.8 Liaise between student and their lecturers to ensure students aren't disadvantaged in completing their program requirements.

4. POLICY STATEMENT

4.1. 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.

4.2. Implementation

- 4.2.1. 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.
- 4.2.2. 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.
- 4.2.3. 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.
- 4.2.4. 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.
- 4.2.5. 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.

- 4.2.6. 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.
- 4.2.7. 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.
- 4.2.8. 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 4.2.2 and 4.2.4, detailed above, are applied where possible.
- 4.2.9. 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.
- 4.2.10. 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.

5. DEFINITIONS, TERMS, ACRONYMS

- Defence Reserves** Service (including training) in a part of the Reserves
- Associate Dean** Faculty Associate Dean, Student Affairs & Service Quality

6. RELATED DOCUMENTS

- [Student Refund Request Form](#)
- [Deferred Examination Application](#)
- [Leave of Absence Application](#) (domestic students)
- [Request for Late Subject Enrolment form](#)
- [Withdraw without Academic Penalty Application](#)
- [Defence Reserve Service \(Protection\) Act 2001](#)
- [Student Fees, Charges and Refunds Policy](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
24 July 2020			
3 October 2017			