

 BOND UNIVERSITY	MANAGEMENT OF INDIVIDUAL STUDENT DEBT POLICY
Policy Owner	University Registrar
Contact Officer	University Registrar
Endorsement Authority	Vice Chancellor
Date of Next Review	13 March 2024

1. PURPOSE AND OBJECTIVES

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. AUDIENCE AND APPLICATION

Bond University Finance and Student Business Services staff

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Credit Manager	Clause 4.3 Authority to impose fee sanctions. Notify Chief Accountant and Director, SBS.
	Clause 4.4 Authority to lift fee sanction. Notify Chief Accountant and Director, SBS
	Clause 4.5 Take all reasonable steps to advise the student debtor of their current status and notify the Director, SBS of any changes to the debtor's status.
University Registrar	Clause 4.4 Authority to lift fee sanction in exceptional circumstances.
Director, SBS	Clause 4.5 Ensure notations are placed on the Student System.

4. POLICY STATEMENT

4.1. 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 4 of the student debtor's current semester of enrolment.

4.2. 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 SSAF](#), 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.

4.3. 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 Business 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.

4.4. 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 Business Services accordingly.
- In [exceptional circumstances](#) a student may apply in writing to the University Registrar to have the fee sanction lifted. After consultation with the Director, Financial Services, the University Registrar 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.

4.5. 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 Business Services of any changes in the status of a student debtor to ensure that appropriate notations are placed on the Student System.

5. DEFINITIONS, TERMS, ACRONYMS

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 SSAF payable by a part-time student at the end of their degree program.
Student Debt	Any fees or charges owing by the Student to the University for unpaid tuition, other charges levied against the Student, fines or penalties imposed on the Student under a University Regulation and any other amounts owing by the student to the University.
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 SSAF	The Student Services & Amenities Fee payable by a part-time student from time to time.

6. RELATED DOCUMENTS

[Student Fees, Charges and Refund Policy SS 5.7.4](#)

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

Procedures for Management of Individual Student Debt

7. MODIFICATION HISTORY

Date	Sections	Source	Details
13 March 2021			V2.3
Sept 2020			V2.2
August 2017			V2
April 2015			V1.1
14 June 2013			Date First Approved

APPROVAL AUTHORITY: Vice Chancellor