

 <b>BOND UNIVERSITY</b>	<b>MANAGEMENT OF INDIVIDUAL STUDENT DEBT POLICY</b>
Policy Owner	University Registrar
Contact Officer	University Registrar
Endorsement Authority	Vice Chancellor
Date of Next Review	November 2027

## 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.
	Clause 4.4 Authority to lift fee sanction.
	Clause 4.5 Take all reasonable steps to advise the student debtor of their current status.
University Registrar	Clause 4.4 Authority to lift fee sanction in exceptional circumstances, in consultation with the Credit Manager and the Vice Chancellor.

## 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 \$50.00 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 \$50.00 at week 9 in any semester may not pre-enrol in subjects for the following semester until the debt is paid in full.
- Where the debt remains greater than \$10.00 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. The Credit Manager has no discretion to vary the fee sanctions unless the student debtor reduces their balance of outstanding debt below \$50.00.

### 4.4. Lifting of a Fee Sanction

- Where a debt is paid in full, the Credit Manager will lift the fee sanction for the student debtor.
- In [exceptional circumstances](#) a student may apply in writing to the University Registrar to have the fee sanction lifted. After consultation with the Credit Manager, 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.

### 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.

## 5. DEFINITIONS, TERMS, ACRONYMS

<b>Student Debtor</b>	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 \$50.00 in their current semester of enrolment.
<b>Student Debt</b>	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 policy and any other amounts owing by the student to the University.
<b>Fee Sanction</b>	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.
<b>Exceptional Circumstances</b>	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.

## 6. RELATED DOCUMENTS

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

Procedures for Management of Individual Student Debt

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

## 7. MODIFICATION HISTORY

Date	Sections	Source	Details
November 2024	All	Director, SBS	V3: 3-year cyclical review. Change maximum amount of student debt to impose sanctions to \$50.00. Amend notifications to reflect current practice.
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