

## ***Policy Redesign Project***

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

### **Students with Outstanding Debt Procedure**

<b>Establishment:</b>	Council, 22 October 1993
<b>Last Amended:</b>	Deputy Vice-Chancellor (Students), 25 February 2016
<b>Nature of Amendment:</b>	Consequential amendments arising from the establishment of the new Enrolment Policy and Procedures
<b>Date Last Reviewed:</b>	November 2011
<b>Responsible Officer:</b>	Director, Student Administration Services

#### **1. Purpose**

1.1 This procedure sets out provisions relating to student debt and debt recovery.

#### **2. Definitions**

2.1 For the purposes of this procedure, an 'outstanding debt' to the University will, without limiting the meaning, include any unpaid amount in respect of:

- (a) student contribution amounts or tuition fees payable to the University
- (b) the Student Services and Amenities Fee and other fees payable to the University
- (c) fines or penalties imposed by the University
- (d) a loan from the Student Loan Scheme which, under the conditions of that loan, has fallen due for repayment either in whole or in part
- (e) fees and charges for residence at Flinders Living
- (f) a debt or fine owing to Property, Facilities and Development or Flinders University Child Care Centre, subject to the approval of the Director, Student Administration Services.
- (g) the provision of goods or services by the University.

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2.2 'Required dates' are the dates, including census and due dates, which can be found at [Calendar and key dates](#) and related links.

2.3 A 'sponsor' may be an individual or a public or private organisation or agency, either Australian or international, that has agreed to pay all or part of a student's student contribution amounts, tuition fees and/or other associated fees and charges.

### 3. Procedure

#### 3.1 Penalties

3.1.1 The following sanctions will apply to a student or a former student with an outstanding debt. Until that debt is paid to the University, the student or former student will not be:

- (a) entitled to borrow any materials or gain access to electronic resources from the collections of the University's libraries
- (b) provided with a transcript of academic record or have access to their results on the student information system
- (c) issued with an award conferred by the University
- (d) allowed to enrol or re-enrol in a course or topic offered by the University.

The Director, Student Administration Services may determine in a particular case to grant an exemption from some or all of the sanctions listed in this clause.

3.1.2 In cases where student contribution amounts or tuition fees are not paid by the required date, the student's enrolment in the relevant topic/s will be cancelled in accordance with section 10.5 of the [Enrolment Procedures for Coursework Students](#).

3.1.3 The Director, Student Administration Services will publish each year, [Information for Students](#) which will set out the penalties which may apply as a result of a student or former student having an outstanding debt.

#### 3.2 Student contribution amounts and tuition fees

3.2.1 Payment of student contribution amounts or tuition fees by the required date is a condition of enrolment. Failure to do so will result in the imposition of sanctions as set out in 2.1 and, ultimately, the cancellation of enrolment in the relevant topic/s in accordance with the [Enrolment Procedures for Coursework Students](#). Students will be informed in writing of impending cancellation of enrolment. Once enrolment has been cancelled the debt will not be pursued and sanctions will be removed.

3.2.2 In the case of Commonwealth supported or domestic fee paying students:

- (a) student contribution amounts or tuition fees must be paid by the required date, or
- (b) where eligible, the student must apply for a HECS-HELP or FEE-HELP loan by the required date, or
- (c) where eligible, the student may apply for Payment Extension or Payment by Instalments.

3.2.3 In cases where a payment extension or payment by instalment arrangement has been made and payment is not received by the required date, the student's enrolment in the relevant topic/s will be withdrawn. In such cases, the student's debt will remain outstanding, sanctions may be imposed and the University will take steps to recover the debt.

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3.2.4 In the case of onshore international students where the student holds a student visa and if withdrawn from *all* topics in which the student is enrolled, the University will notify the Australian Government of the withdrawal in accordance with the [Enrolment Procedures for Coursework Students](#).

3.2.5 In the case of non-payment by a sponsor of student contribution amounts, tuition fees and/or other associated fees or charges by the required date, a student may incur sanctions or have their enrolment cancelled in accordance with the [Enrolment Procedures for Coursework Students](#).

### 3.3 Non tuition-related student debt

3.3.1 Non tuition-related student debt is listed in, but not limited to, 2.1 (b) to (g). Failure to pay a debt by the required date will result in the sanctions listed in 3.1.1 being applied until the debt has been paid.

### 3.4 Debt recovery

3.4.1 All commercially practical means will be taken to recover outstanding debts due to the University in line with the Management of Outstanding Debt Policy.

3.4.2. Debt may be referred to the University debt collection agency and legal action may be taken to recover outstanding debt. Cost incurred by the University through the use of its debt collection agency may be added to the value of the outstanding debt being recovered.