

STUDENT DEBTOR SANCTIONS PROCEDURES 2014

Issued by: Deputy Vice-Chancellor (Registrar)

Date: 9 July 2014

Signature:

Name: Professor Tyrone Carlin

1 Purpose and application

- (1) These procedures are to give effect to the *Student Debtor Sanctions Policy 2014* (“the **policy**”).
- (2) These procedures apply to:
 - (a) University staff, students and affiliates; and
 - (b) non-award students courses as if they were students.

2 Commencement

These procedures commence on 7 July 2014.

3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

Note: See clause 6 of the policy.

census date	means the date on which a student’s enrolment in a unit of study becomes final.
due date	means, in relation to any given debt owed to the University, the date on or before which it is payable.
library’s minimum threshold	means any minimum threshold for application of debtor sanctions in relation to library debts, as determined by the Deputy Vice-Chancellor (Registrar) in consultation with the Director of University Libraries under clause 7(5) of the policy.
Student Financial Statement	means the statement available to each student online which details their enrolment and related financial liabilities.

4 Notification of debts

- (1) The Student Financial Statement will be available to students through an online student portal as soon as they enrol in a unit of study, and will specify for each debt other than debts owed for library fines or student loans:

- (a) the amount(s) owed;
- (b) the reason for each amount being owed;
- (c) the due date for each amount.

and

- (d) available methods of payment.

Note: The online portal will be available through *Sydney Student* (<http://sydneystudent.sydney.edu.au>) or through *MyUni* (see <http://sydney.edu.au>)

- (2) The Student Centre is responsible for:

- (a) making the Student Financial Statement accessible to the student throughout the student's enrolment; and
- (b) ensuring that the Student Financial Statement continues to provide information about the student's level of indebtedness (other than library debts or student loans);

- (3) Library debts will be recorded in the library's management system and details will be made available to students through their accounts on the MyLoans website.

Note: MyLoans is available from the main Library website. (see <http://sydney.edu.au/library/>)

- (a) The library will provide statements of charges to students who owe library debts by email to their University email account.

- (4) Information about student loan debts will be provided to students through *MyUni*.

Note: *MyUni* is available from the University's main website see: <http://sydney.edu.au/>.

5 Application of debtor sanctions generally

- (1) The Deputy Vice-Chancellor (Registrar) is responsible for managing the application of student debtor sanctions.
- (2) Unless waived in accordance with clause 10(3) of the policy, sanctions will be applied in the sequence specified in these procedures, with later sanctions being applied in addition to, and not in substitution for, earlier ones.

6 Notification of pending sanctions

- (1) The Deputy Vice-Chancellor (Registrar) will determine standard forms of notice to be provided to students before application of sanctions.
- (2) These notices will be provided at least 48 hours before the initial imposition of sanctions by email to the student's University email account and by any additional method the Deputy Vice-Chancellor (Registrar) may determine to be appropriate.
- (3) The Deputy Vice-Chancellor (Registrar) is responsible for managing the provision of notices to students.

7 Non-payment of tuition fees

- (1) If tuition fees have not been paid by close of business on the day after the census date, the student's academic record will be suppressed.
- (2) If tuition fees have not been paid by close of business on the 5th day after the census date, the student will also be denied access to University student services.
- (3) If tuition fees remain unpaid by close of business on the 10th day after the census date, the following additional sanctions will also be applied:
 - (a) prevention from re-enrolment
 - (b) prevention from graduation; and
 - (c) prevention from enrolment in another course.
- (4) If tuition fees remain unpaid by close of business on the later of the following dates, the student's enrolment will be cancelled on the later of:
 - (a) the 15th day after the census date; or
 - (b) the second day after determination of any appeal.

Note: See [Student Grievances, Appeals and Applications for Review Policy](#)

8 Failure to provide required documentation – Commonwealth supported students

If a Commonwealth supported student fails to provide a valid *Request for Commonwealth Support and HECS-HELP* form by close of business on the census date, their enrolment will be cancelled.

9 Non-payment of student contribution amount – Commonwealth supported students

- (1) The provisions of this clause apply to students who have submitted a valid *Request for Commonwealth Support and HECS-HELP* form.
- (2) If a debt for student contribution amounts has not been paid by close of business on the census date, the student's enrolment will be cancelled.

10 Non-payment of library debts

- (1) The Director of University Libraries will notify the Deputy Vice-Chancellor (Registrar) when a student has accrued library debts equal to or greater than the library's minimum threshold.

Note: See [University of Sydney \(Library\) Rule 2011](#) and information on library fines, available from the library website at: <http://sydney.edu.au/library/borrowing/fines.html>
- (2) When a student has accrued a library debt equal to the library's minimum threshold or which has been outstanding for three months or more, the student's academic record will be suppressed.
- (3) When a student has a library debt above the library's minimum threshold which has been outstanding for more than three months, the following additional sanctions will be applied:
 - (a) denial of access to University student services;

- (b) prevention from re-enrolment;
- (c) prevention from graduation; and
- (d) prevention from receiving an offer for another course.

11 Non-payment of student loans

- (1) The Director Financial Control and Treasury will notify the Director Student Support Services when a student has a student loan which has been outstanding for a period of eight weeks with no approved payment arrangement.

Note: See [Student Loan Procedures](#).

- (2) If a student loan has not been paid by the due date, the student's academic record will be suppressed.
- (3) If the student does not have an approved payment plan prior to the due date, the following additional sanctions will also be applied:
 - (a) prevention from re-enrolment;
 - (b) prevention from graduation; and
 - (c) prevention from receiving an offer for another course.

12 Non-payment of other University fees or financial obligations

- (1) If a debt owed by a student for any other University fees or financial obligations remains unpaid by close of business on the day after the census date, the student's academic record will be suppressed.
- (2) If the debt has not been paid by close of business on the 5th day after the census date, the student will also be denied access to University student services.
- (3) If the debt remains unpaid by close of business on the 10th day after the census date, the following additional sanctions will also be applied:
 - (a) prevention from re-enrolment;
 - (b) prevention from graduation; and
 - (c) prevention from receiving an offer for another course.

13 Notification of imposition of debtor sanctions

- (1) The Office of the Deputy Vice-Chancellor (Registrar) will notify a student as soon as possible after imposition of a debtor sanction or sanctions.
- (2) Where a student's enrolment has been cancelled, the notice must include details of:
 - (a) the student's entitlement (if any) to apply for review of the decision; and
 - (b) the steps necessary for re-instatement.

Note: See also: [Student Grievances, Applications and Appeals for Review Policy](#).

14 Removal of debtor sanctions

- (1) The Office of the Deputy Vice-Chancellor (Registrar) is responsible for ensuring that debtor sanctions are removed when:

- (a) the debt is discharged;
 - (b) satisfactory arrangements are made for payment of the debt;
 - (c) requested by the Director of University Libraries to do so in relation to a library debt; or
 - (d) sanction(s) are waived.
- (2) The Deputy Vice-Chancellor (Registrar) will inform a student as soon as possible after a debtor sanction has been removed.

NOTES

Student Debtor Sanctions Procedures 2014

Date adopted: 9 July 2014

Date commenced: 7 July 2014

Administrator: Deputy Vice-Chancellor (Registrar)

Review date: 7 July 2019

Related documents:

Education Services for Overseas Students Act 2000

Education Services for Overseas Students (TPS Levies) Act 2012

Higher Education Support Act 2003

Higher Education Support Act 2003 – Administration Guidelines 2012

University of Sydney (Library) Rule 2011

Admission: Advanced Standing, Credit & Exemption Policy

Resolutions of the Senate: Restrictions Upon Re-Enrolment Policy

Student Debtor Sanctions Policy 2013

Student Grievances, Appeals and Applications for Review Policy

Student Fees Procedures – Accounts Receivable

Student Loans Procedures – Accounts Receivable

SCHEDULE 1

SUMMARY OF DEADLINES AND DEBTOR SANCTIONS

<i>Type of student</i>	<i>Deadline</i>	<i>Debtor Sanctions</i>	<i>Sanction Level</i>
Domestic and international student tuition fees	1 day after census date	Academic record suppressed	1
	5 days after census date	Denied access to University student services	2
	10 days after census date	Prevention from re-enrolment, graduation and receiving an offer for another course	3
	Later of 15 days after the census date or 2 days after determination of any appeal	Cancellation of student's enrolment	4
Domestic and international student other University fees or financial obligations	1 day after census date	Academic record suppressed	1
	5 days after census date	Denied access to University student services	2
	10 days after census date	Prevention from re-enrolment, graduation and receiving an offer for another course	3
Commonwealth supported student provision of a valid <i>Request for Commonwealth Support and HECS-HELP</i> form	Census date	Cancellation of student's enrolment	4
Commonwealth supported students student contribution amounts	Census date	Cancellation of student's enrolment	4
Library debts	3 months	Academic record suppressed	1
	Equal to the library's minimum threshold	Academic record suppressed	1
	Above the library's minimum threshold and outstanding for 3 months	Denied access to University student services, prevention from re-enrolment, prevention from graduation and prevention from receiving an offer for another course	2



Student loans	Due date	Academic record suppressed	1
	No approved payment plan prior to the due date	Prevention from re-enrolment, graduation and receiving an offer for another course	3

AMENDMENT HISTORY

Provision Amendment

Commencing