

Student Debt Procedures

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1. Governing Policy

[Student Fees Policy](#)

2. Purpose

These procedures set out the sanctions and processes that may apply if a student or former student fails to pay fees or other charges by the due date resulting in an outstanding debt owing to the University.

3. Scope

The procedures apply to any unpaid amount in respect of:

- a. student contribution amounts or tuition fees payable to the University
- b. SSAF 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 any other University body or affiliate, subject to the approval of the Director, Student Administration Service
- g. goods or services provided by the University.

4. Procedures

The Director, Student Administration Services or nominee will publish each year [information for students](#) which sets out the sanctions that may apply if a student or former student has an outstanding debt owing to the University.

4.1. Student contribution amounts and tuition fees

- a. Payment of student contribution amounts or tuition fees by the due date is a condition of enrolment. Failure to do so will result in the imposition of sanctions as set out in Procedure 4.3 and may result in being administratively withdrawn from a course or topic in accordance with s.10.5 of the [Enrolment Procedures for Coursework Students](#). This includes non-payment by a student's sponsor.
- b. If a student who has an approved payment extension or instalment plan in accordance with the [Fee Payment Extension or Instalment Procedures](#) fails to meet the approved payment arrangements

and/or fails to pay fees, they will incur sanctions as set out in Procedure 4.3 and may be administratively withdrawn from a course or topic in accordance with s.10.5 of the [Enrolment Procedures for Coursework Students](#).

- c. Students will be informed in writing prior to being withdrawn. Once withdrawn, a debt will not be pursued and any sanctions will be removed.
- d. If an onshore international student who holds a student visa is withdrawn from all topics in which they are enrolled, the University will notify the Australian Government of the withdrawal, as required by law. This may result in termination of the student's visa.

4.2. Non-tuition related fees

All other fees and charges (excluding student contribution amounts or tuition fees) must be paid by the relevant due date. Failure to do so will result in the imposition of sanctions as set out in Procedure 4.3 until the debt is paid.

4.3. Sanctions

- a. The following sanctions will apply to a student or former student who has an outstanding debt to the University:
 - i. removal of Library entitlements
 - ii. excluded from enrolling or re-enrolling in a course or topic offered by the University
 - iii. not permitted to receive or purchase academic documents in print or digital format
 - iv. not permitted to graduate (conferred an academic award) unless satisfactory arrangements have been made to repay the debt.
- b. Access to Flinders Learning Online (FLO) or Canvas may also be restricted in some circumstances.
- c. The Director, Student Administration Services (or delegate) may determine in a particular case to grant a student or former student an exemption from sanctions.

4.4. Debt recovery

- a. All commercially practical means will be taken to recover outstanding debts owing to the University in line with the [Management of Outstanding Debt Procedures](#), including referral to an external debt collection agency and/or legal action.
- b. Costs incurred by the University for use of an external debt collection agency may be added to the outstanding debt being recovered.

5. Definitions

Domestic students	students who are Australian citizens, Australian permanent residents or New Zealand citizens
International students	students who are studying on a student visa and temporary visa with a study right
Sanction	a restriction placed on a student preventing access to University services
Sponsor	an individual or a public or private organization or agency, either Australian or international, that has agreed to pay all or part of a student's student contribution amount, tuition fees and/or other fees and charges

Student contribution amount	the part of the topic fee paid by a Commonwealth supported student
Student Services and Amenities Fees (SSAF)	a fee, revenue from which supports non-academic services to students
Tuition fee	the topic fee paid by students who are not Commonwealth supported. There are different tuition fees for domestic and international students

6. Related links

[Fees and charges](#)

[Calendar and Key Dates](#)

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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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