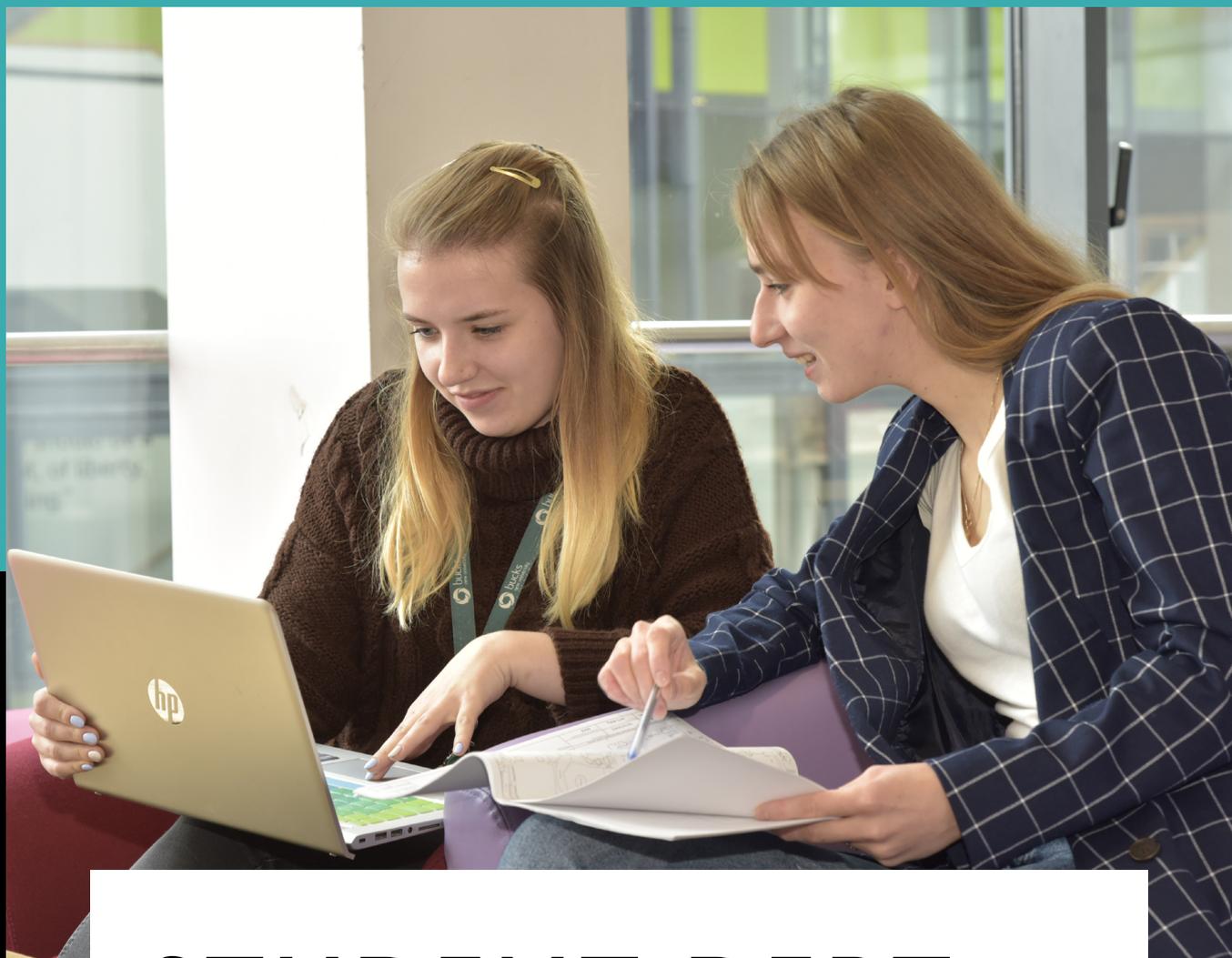




BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891



# STUDENT DEBT POLICY

SEPTEMBER 2008 (AMENDED APRIL 2016)

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### **Preamble**

All University formal documents relate to the policies, strategies, procedures and regulations of the University having been approved by the appropriate formally recognised and constituted body. All University staff and students are required to adhere to the formal processes and regulations of the University.

This document should not be read in isolation as other University processes/formal documents could be relevant. A full listing of all formal documents is available on the University's website.

Any interpretation of the content of this formal document will be at the discretion of Finance Director.

The names of committees and titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.

If required this formal document is available in an alternative format eg Braille, tape, disc, email or a larger font size. Please contact the Finance Directorate

## 1. Introduction

This policy relates to fees and charges payable to the University by current and former students for the use of its facilities and the provision of its services. This includes tuition, programmes of study, examinations, conferment of degrees, library and other miscellaneous fees and charges, including the payment of money owed to the University in respect of loans, books or other equipment or materials. It also covers any charges relating to any accommodation provided by the University or on its behalf.

All fees and charges are advertised on appropriate notices; this includes University web pages and School/Faculty course information.

Deadlines for payment of fees and other charges will be notified to students and will be widely published in the University.

## 2. Aims

- The University's policy is always to try and minimise levels of debt, and of bad debts, in order to protect the overall financial health of the University.
- The University will at all times seek to be sympathetic to, and understanding of, individual student's financial circumstances. However, for the University to do so, students must engage in dialogue with the University if financial difficulties are being experienced.
- Action, including legal action, to enforce settlement of debt for outstanding fees and charges will be taken against all current and former students who have failed to engage with the University to find a solution to any outstanding debt, or who have failed to honour agreements to pay.

## 3. Reasons for action

Taking appropriate action, in accordance with this Policy, will:

- Prevent delays, which may make debts difficult to collect
- Reduce the risk of litigation with students
- Help students manage their finances better
- Improve communication with students
- Improve student record data
- Improve financial awareness among employees
- Improve liaison between academic and other employees over student matters
- Improve cash flow and reduce borrowing requirements

## 4. Key Tasks

In order to meet the aims of the University to reduce student debt there must be:

- Clear and properly understood procedures
- Ensuring the policy and procedures on debt are part of the contract with the student
- Good record-keeping
- Close monitoring of students' accounts
- Good communication
- Prompt action

The Student Debt Procedure document defines the debt management procedures to be followed in furtherance of this policy.

## 5. Responsibilities

Students are responsible for ensuring that they manage their own finances and should they have difficulties in making payments they must contact the University immediately.

Failure to comply with payment arrangements for tuition fees could result in sanctions being applied for example loss of access rights to resources and facilities or even compulsory withdrawal from the University.

Failure to comply with payment arrangements for any other debt could result in taking an alternative collection action to recover the amount due.

The Director of Finance is responsible for managing and reviewing this policy.

Finance employees are responsible for the effective operation of debt management procedures.

All employees are expected to be familiar with this policy and to contribute to its effective implementation and to be supportive in its aims.

Prepared by:	Director of Finance	Date:	May 2008
Final Approval by:	SEC 20 May 2008		
Review Date:	May 2009		
Updated on:	11 <sup>th</sup> April 2016 and 20 <sup>th</sup> July 2016		

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