Student Fees and Charges Debt Management Policy

Section 1 - Purpose

(1) The purpose of this Policy is to specify the principles and responsibilities relating to the management and collection of debt arising from student fees and charges.

Background

(2) This Policy is designed to ensure that Macquarie University (the University) meets the requirements of the Education Services for Overseas Students Act 2000, Higher Education Support Act 2003 and relevant accounting standards.

Scope

(3) This Policy applies to all employees of the University with responsibility for managing student fee collection and debt.

(4) This Policy applies to all debt arising from student fees and charges including:

a. Tuition fees;
b. Student Services and Amenities Fees (SSAF);
c. English Language Course fees (ELC);
d. International Out of Time Fees (Graduate Research Academy students);
e. Graduate Research Academy tuition fees;
f. Late payment fees;
g. Overseas Health Cover (OSHC);
h. Library debt;
i. Exchange/Study abroad; and
j. Student Loans.

Section 2 - Policy

(5) The Student Fees and Charges Debt Management Policy is available to staff only (via TRUTH).

Section 3 - Procedures

(6) Nil.

Section 4 - Guidelines

(7) Nil.

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.

Section 5 - Definitions

(8) Nil.

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.

Status and Details

Status	Current
Effective Date	13th December 2024
Review Date	13th December 2027
Approval Authority	Vice-President, Finance and Resources
Approval Date	12th December 2024
Expiry Date	Not Applicable
Responsible Executive	Robin Payne Vice-President, Finance and Resources
Responsible Officer	Ben Gray Deputy Group Chief Financial Officer
Enquiries Contact	Devy Garcia Accounts Receivable Manager +61 2 9850 1679

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.