

Date of approval	June 2019	Approved by	ELT
Date of effect	1 July 2019	Review date	1 November 2020
Registered No	STU018	Version	2019 v3
Responsible Owner	Director, Student Experience		
Delegate	Manager, Student Administration		

1. Outline

- 1.1 The purpose of this policy is to outline Batchelor Institute of Indigenous Tertiary Education (the Institute) activities in relation to students who fail to meet certain requirements of their enrolment at the Institute, such as:
 - not paying fees or fines levied by the Institute;
 - having an academic penalty assigned based on a breach of the Student Code of Conduct or Academic Rules.
- 1.2 This policy is aligned with the Institute's strategic and corporate plans and external Commonwealth and State/Territory standards. Adherence to this policy will ensure that:
 - all activities reflect consistent applications;
 - all activities comply with national standards; and
 - all activities adhere to the principles of natural justice and procedural fairness.
- 1.3 A fundamental philosophy of the Institute is the Both-ways approach. While originally a philosophy of education that brings together Indigenous Australian traditions with western academic disciplinary contexts it also frames many of the administrative, operational and support activities of the Institute; including the Institute's approach to the principles and operation of student fees. Both-ways impacts not only how the Institute approaches the principles and operation of student fees, but also how staff, students and others view the Institute.
- 1.4 This policy does not remove the right of the student to take action under Australia's consumer protection laws.

2. Summary

- 2.1 All aspects of Batchelor Institute Student Encumbrance policy are managed by the Director, Student Experience in conjunction with the Chief Financial Officer.

3. Policy

- 3.1 An encumbrance is a sanction or 'hold' applied to a student record which limits the access to Institute services. The limitations placed on the student record depend on the type of encumbrance applied. For example:

- 3.1.1 All encumbrance types prevent the issuance of AQF certification documents, including results, Academic Transcripts, Statement of Attainments and Testamurs, and will prevent a student from graduating either in person or in absentia.
- 3.1.2 An academic encumbrance will lead to the cancellation of a student enrolment or re-enrolment.
- 3.2 This policy applies to all commencing and continuing students enrolled in courses, qualifications, recognised skill sets or individual units from 01.07.2019 onwards.
- 3.3 This policy will also be published on the Batchelor Institute website.

Types of Student Encumbrances

- 3.4 Types of student encumbrances include:
 - 3.4.1 Administrative Encumbrance. An administrative encumbrance includes outstanding debts or obligations to the Institute, such as:
 - Outstanding student fees
 - Library fines,
 - Other student debt such as for student travel or damage to property, or
 - Unreturned Institute equipment.
 - 3.4.2 Academic encumbrance. An academic encumbrance is as a result of an issue(s) relating to a breach of the Student Code of Conduct.

Student Fee, Fines, Debts, Invoices and Collection

- 3.5 The responsibilities in relation to student fees, fines, debts, invoices and collection are:
 - Student Administration: Invoicing student fees
 - Financial Services: collection of student fees, Invoicing and collection of student Library fines and other student debts and the collection of fees, fines and debts
 - Deputy CEO - VET (for VET students)
 - Deputy CEO – Higher Education and Research (for Higher Degrees by Research Students)

Removal of an Encumbrance

- 3.6 Upon payment of outstanding student fees, debts, obligations, and the lifting of an administrative or academic encumbrance, a student may apply to be issued with the relevant AQF Certification.

Compliance

- 3.7 The Director, Student Experience will monitor and address compliance issues through audit processes.

4. Responsibilities

Description	Task	Responsible Officer, Committee
Student Fee Invoices and Fees Collection	Invoice students	Student Administration
	Collect Student Fees	Financial Services
Library Fines	Identify Fines	Library
	Invoice Students and collect fines and other	Financial Services
Other student debt	Identify debt	Institute Staff
	Invoice Students and collect fines and other	Financial Services
Academic encumbrance	Formal charge of breach Student Code of Conductor/Academic	Deputy CEO – VET Deputy CEO – Higher Education and Research
	Apply encumbrance	Student Administration
Compliance	Monitor compliance	Director Student Experience

5. Acronyms & Terms

Acronym/Term	Definition/Description
ASQA	Australian Skills Quality Authority
AQF	Australian Qualifications Framework
Encumbrance	means a restriction on a student's enrolment, which may be Academic (eg: exclusion) or Administrative (e.g.: due to outstanding obligations, non-payment of outstanding student fees, fines or debts).
NRT	Nationally Recognised Training
TEQSA	Tertiary Education Quality and Standards Agency
Other definitions	For the definition or explanation of other terms used in this policy refer to Schedule 1 of the Higher Education Support Act 2003

6. Supporting Documents

- Academic Rules
- Student Fees Policy
- VET Student Withdrawal and Fee Refunds Procedure

7. Related documents

- Standards for Registered Training Organisations (RTOs) 2015
- *Higher Education Support Act 2003*
- *Higher Education Support Amendment (VET FEE-HELP Reform) Act 2015*
- VET Administrative Information for Providers 2015
- VET Administrative Information for Providers – Addendum Incorporating the VET FEE-HELP reforms 2015/2016

8. Modification history

Date	Version	Authority	Sections Modified & Details
Jan 2016	1	SMC	new policy
Feb 2016	1.1	Policy Officer	Changes to format Add definition
Sep 2016	1.2	Director PMR	Current to date Current to date amended to be consistent with other student fee policies & procedures
Nov 2018	2018 v3	Director PMR	Title Information - Amended to new responsible officers
June 2019	2019 v3		

9. Feedback

If you have any comments or feedback about this Policy, please contact Director, Student Experience.