



STUDENT DEBT POLICY

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1. Purpose

- 1.1. This policy sets out the guidelines and requirements for effective management and collection of student's debts of the University.

2. Objectives

- 2.1. The University recognizes that there will be circumstances where debts will fall into arrears; when it does, it is the policy of the University to collect such debts promptly when due.
- 2.2. The University shall use all means available at its disposal to collect these debts. This may include instituting legal proceedings against defaulters.

3. Policy

- 3.1. Any default in payment as per the agreed payment schedule shall attract a penalty as periodically established by the University.
- 3.2. The defaulter shall be sent a reminder notice within 3 days of the default, seeking payment for the defaulted sum; 14 days would be given to clear this sum.
- 3.3. If the defaults continue after the required period, the defaulter shall be sent a final reminder notice seeking payment for the defaulted sum, for payment within 7 days.
- 3.4. If payments are still not made in full, the defaulter shall be sent a demand notice for the full settlement of the debt. The defaulter shall be given up to 14 days to clear the debt.
- 3.5. Once the demand notice is sent, all University services shall be suspended until full settlement.
- 3.6. If the default remains after 30 days from the expiry of the demand notice, the debt shall be loaded on to the credit reporting agency database and the defaulter advised accordingly. The University may also decide to publish the defaulter's name.
- 3.7. If the debt remains for a period of over three months and all recovery actions have been exhausted, legal proceedings shall be instituted.

4. Sponsors/ Overseas Governments

- 4.1. Private sponsoring organizations (businesses, statutory organizations and NGOs) shall be required to sign agreements where they are unable to pay full fees upon enrolment.
- 4.2. For debts due from the Government of Fiji or its scholarship agencies, all persuasive means shall be utilized towards recovery.
- 4.3. For debts due from other Government of Fiji agencies, action shall be pursued up to the level of demand notices being served, after which the matter shall be taken up with higher authorities in Government.
- 4.4. For debts from Pacific island governments or their scholarship agencies, all persuasive means shall be utilized to recover the sums due within the financial year. For students, no new agreement shall be entered into unless all previous fee arrears are cleared or firm payment arrangements are made.
- 4.5. For multilateral agencies, including aid agencies, all payments shall be as per the agreed Payment Schedule. For defaults, all persuasive means shall be utilized to recover the sums due within the financial year. For students, non-agreement shall be entered into unless all previous fee arrears are cleared or firm payment arrangements are made.
- 4.6. The University may levy an administrative charge to manage debts by sponsors.