

ORDINANCE 18

SUSPENSION AND TERMINATION OF REGISTRATION OF STUDENTS IN DEBT

SECTION A: DEFINITIONS

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### SECTION B: STUDENTS IN EDUCATION DEBT

#### SUSPENSION AND TERMINATION OF REGISTRATION OF STUDENTS IN EDUCATION DEBT

3. A Senior Designated Officer or Chief Departmental Administrator, acting in accordance with this Ordinance, may, at any time up to graduation, suspend or terminate the registration of any student enrolled with their Central Academic Body who is in education debt to the University.

#### CONDITIONAL AND PROVISIONAL REGISTRATION

4. If full registration or continued registration as a student is conditional on a fee being paid in advance and the fee has not been paid by the due date, registration shall automatically lapse on such due date without further notice.

#### INITIAL RESOLUTION

5. If a student is in education debt to the University, the University shall take appropriate steps to recover the sums due, including sending a letter to the student in question warning:
  - 5.1 that the education debt can lead to suspension or termination of registration; and
  - 5.2 of the consequences of such suspension or termination.
6. The student in question shall be given an opportunity to explain any extenuating reasons for the education debt.

#### REQUEST FOR SUSPENSION OR TERMINATION OF REGISTRATION

7. Recommendations for the suspension or termination of registration of a student who is in education debt shall be made to the relevant Chief Departmental Administrator. The recommendation shall be supported by evidence that a debt exists, the reason for the education debt, the amount of such debt, the steps that have been taken for its recovery, any sanctions that have been applied, any such other information as shall satisfy the Chief Departmental Administrator that the named student is in education debt for the stated amount, and a statement that the appropriate steps under paragraphs 4 and 5 of this Ordinance have been taken for recovery of such debt.
8. A recommendation for suspension of registration shall be accompanied by recommendations for the imposition of conditions that must be satisfied before the suspension is lifted. These shall normally include a requirement that the outstanding education debt be repaid in full and may include undertakings to be given in relation to future payments or other matters. Recommendations for termination of registration will only be made in serious cases of education debt. Serious cases of education debt include cases in which the debt is large, has remained unpaid for a significant amount of time or where there are no extenuating circumstances.
9. The relevant Chief Departmental Administrator shall arrange for the student to be informed of the recommendations and to be invited to submit any comments within a

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period of not less than five days.

DECISION BY THE CHIEF DEPARTMENTAL ADMINISTRATOR

10. In the light of any comments



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30. Other sanctions may be imposed on a student who owes non-education debt to the University, such as exclusion from using premises or services directly relating to that debt, especially if continued access would increase such debt. Sanctions may also