



Student Loan Regulations

Purpose

1. The Student Loan Funds are established for the purpose of making loans available to enrolled students of limited means to enable them to continue or complete their studies at the University.
2. Loans are not available for the payment of tuition fees or administrative fees or the student contribution under the Higher Education Contribution Scheme (HECS).

Types of loans

3. (1) The following loans are available:
 - (a) *short-term loans* of up to \$200 that are repaid within two months;
 - (b) *emergency loans* of up to \$1000 that are repaid within one year; and
 - (c) *financial aid bridging loans* of up to \$2500 that are repaid from financial aid funds when received.
- (2) In exceptional circumstances, the Enrolments and Fees Manager may approve an amount up to \$500 greater than the maximum amount.

Eligibility

4. In order to be eligible to apply for a loan, a student must be enrolled in a course leading to an award of the University.
5. In order to be eligible to apply for a financial aid bridging loan, a student must:
 - (a) be an International student enrolled in a course leading to an award of the University; and
 - (b) provide, to the University, evidence that they have submitted an application for financial aid from a source approved by the Director, International Student Liaison and Recruitment; or
 - (c) have had financial aid approved and be awaiting the transferral of funds.

Applications

6. Applications are submitted on the Student Loan Application form to the Manager, The Student Centre (or delegate).

Decisions on applications

7. Decisions on domestic applications are made by the Manager, The Student Centre or delegate. Decisions on international applications are made by the Enrolments and Fees Manager or delegate.
8. Applications are assessed on the following criteria:
 - (a) financial need;

- (b) whether the expenditure for which the funds are sought is needed to enable the student to continue or complete studies at the University;
 - (c) the likelihood of the student being able to make or continue to make satisfactory academic progress, as defined by the Academic Progress Rules;
 - (d) ability to repay the loan; and
 - (e) availability of other funds.
9. A student whose application has been rejected (in part or full) may appeal to the Director, Student and Library Services, who may confirm or alter the decision.

Loan Terms and Conditions

10. Repayment period:
- (a) The repayment period for *short-term loans* is normally no more than 2 months from the date the loan is advanced.
 - (b) The repayment period for *emergency loans* is no more than 1 year from the date the loan is advanced.
 - (c) The repayment period for *financial aid bridging loans* is no more than 1 year from the date the loan is advanced, and repayment is made from the first financial aid funds received by the student.
 - (d) The Manager, The Student Centre or delegate shall determine the repayment period for each domestic loan. The Enrolments and Fees Manager or delegate shall determine the repayment period for each international loan, the timing of the repayment(s) within that period, and the size of each instalment.
 - (e) Loans taken out prior to 31 March 2010 will continue under the terms of the Individual loan agreement.
11. Interest rate
- (a) Loans repaid by the due date are interest free.
 - (b) If a loan payment is not paid by the due date (subject to any extension of that date approved by either the Manager, The Student Centre or the Enrolments and Fees Manager or their delegates), the student shall thereafter be charged late payment fees on the same basis as other outstanding student fees.
 - (c) The interest rate shall be that charged to the University by its banker at the date interest is charged to the loan account.
12. (a) Before funds are transferred, the student must sign an agreement accepting the terms of the loan and the purposes for which it has been given.
- (b) The agreement shall include all the costs of the loan and its terms and conditions.
13. The Enrolments and Fees Officer may approve variations to any of the loan terms.

Writing Off Loans

14. The Enrolments and Fees Manager may request the Resources Committee to recommend to Senate the write off of overdue loans which in the opinion of the Manager are uncollectable or not cost-effective to collect.

Recording and Reporting

15. (a) All student loans will be recorded on the Student Management System by the Enrolments and Fees Office.
- (b) Student Loans will be reported and managed as part of normal student fee reporting and management.

Approval and Implementation:

Approval Authority:	Senate
Responsible Officer(s):	General Counsel

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
	11/08/2020			
	14/03/2012			S/10/2012
	10/03/2010			S/16/2010
	22/02/1999			S/6/1999
	01/07/1991			S/85/1991
	23/02/1978			S/20/1978
	23/06/1977			S/92/1977

Note: All enquiries relating to Legislation should be referred to the Office of Legal & Governance.