

CHECKLIST

- READ THE INFORMATION ABOUT STUDENT LOANS CAREFULLY.
- COMPLETE THE APPLICATION FORM IN FULL.
- PROVIDE PROOF OF YOUR OR YOUR PARTNER'S INCOME (PAYSLIPS, CENTRELINK INCOME STATEMENT ETC).
- PROVIDE EVIDENCE FOR WHAT THE LOAN IS NEEDED FOR – ACCOUNTS, BOOKSHOP QUOTE, BOOK LIST ETC.
- PROVIDE YOUR BANKING DETAILS (BSB AND ACCOUNT NUMBER AND YOUR MOST RECENT BANK STATEMENT).

BOOK AN APPOINTMENT WITH A SENIOR ADVISOR – WELFARE

- Online: vu.edu.au/make-an-appointment-with-a-senior-advisor
- Phone: +61 3 9919 6100.

INFORMATION ABOUT STUDENT LOANS

WHO CAN APPLY FOR A LOAN?

- You must be enrolled in a VU Higher Education (HE) or VET course.
- Students enrolled in short or full-fee courses are NOT eligible for student loans.
- You must be able to demonstrate your ability to repay the loan within the specified time frame.

OTHER LOAN CRITERIA

- Loans will not be approved if it is clear you cannot repay the loan.
- You must explore other options (i.e. Centrelink Advance, borrow from family, etc.).

WHAT CAN I GET A LOAN FOR?

- Books, computers and course related materials.
- Medical costs.
- Housing costs.

(LOANS WILL NOT BE APPROVED FOR UNIVERSITY FEES OR FINES.)

HOW MUCH CAN I BORROW?

- Maximum loan is \$500.
- All loans over \$300 require a guarantor.
- If you are under 18 years of age, you require a guarantor for any loan amount.

GUARANTOR REQUIREMENTS

- Guarantors MUST be a permanent resident of Australia or Australian citizen.
- Your guarantor must NOT be a student from any educational institution or staff member of Victoria University unless the staff member is a relative.
- The Guarantor Form will be provided to you to take to the Guarantor ONLY AFTER your interview has been conducted and the loan agreement has been prepared. You then show your guarantor the loan agreement before that person signs the Guarantor Form.
- Guarantor forms must be completed and signed by a Justice of Peace (pharmacist, doctor).
- International students are not required to provide a guarantor.

RECEIVING YOUR LOAN PAYMENT

- Electronic Funds Transfer (EFT): your student loan will be paid into your bank account.

OPTIONS TO REPAY YOUR STUDENT LOAN

- Direct Debit: From your bank account (not from a Credit Card account) to Victoria University bank account
- VUHQ: You can attend the VUHQ (Student Service Centre) on any campus and make a repayment of your Student Loan by cash, cheque or Australia Post Money Order.
- By mail: To Victoria University with a Cheque or Australia Post Money Order
- Via cash transfer: From your bank account to VU bank Account using your computer, (please use BPay)

HOW LONG DO I HAVE TO PAY THE LOAN BACK?

- You must make your regular repayments of your student loan as per the repayment schedule in your Student Loan Agreement. If you miss two repayments, a STOP will be placed on your account. This will stop every activity including your access to the Library and VU Collaborate, you also will not be able to access your results, re-enroll or graduate until you have caught up with your missed payments or you pay your loan in full.
- If you miss sixty days (60) or more of repayments, in addition to the above continuing, your Student Loan will be referred to a Debt Collection Agency for collection and you will have a Negative Credit Report., If you have a Guarantor they will be contacted and repayment of the Student Loan will be sought from them in the first instance.
- Your Student Loan must be paid back in full by the date that is specified in your Student Loan Agreement. The maximum period for a Student Loan is six months OR by your current academic year completion date (whichever is the sooner) OR immediately if you have completed, abandoned or withdrawn from your course.

IF YOU DON'T PAY YOUR LOAN BACK BY THE DUE DATE, VICTORIA UNIVERSITY WILL:

- Refuse to provide you with your Statement of Examination Results or Certificate of Qualification.
- Prevent you from re-enrolling in further semester/term/courses.
- Forward your loan debt to a Debt Collector which in turn will attract fees and affect your credit rating.

CAN I GET AN EXTENSION OF TIME?

- Yes. You must make an application for extension of time to repay your loan with a Senior Advisor – Welfare.
- Eligibility includes having already repaid 50% and you must demonstrate the circumstances that have prevented you from paying your loan by due date.

APPLICATION FOR A STUDENT LOAN

CONFIDENTIAL

- Please read the above information about student loans before filling out this form.
- You must provide as much detail and evidence as you think will be useful in the assessment of your application.
- It is your responsibility to notify the University of any changes to your personal details.

PLEASE PRINT CLEARLY

STUDENT ID: _____ FAMILY NAME: _____

GIVEN NAME: _____

VU EMAIL ADDRESS: _____

PHONE NUMBER: _____ CAMPUS: _____

HOW MUCH DO YOU WISH TO LOAN? \$ _____

PURPOSE OF THE LOAN (PLEASE EXPLAIN AND ATTACH EVIDENCE):

DO YOU HAVE A CURRENT UNIVERSITY LOAN? YES NO **IF YES, WHAT IS THE AMOUNT OWING?** \$ _____

IF YES, PLEASE EXPLAIN WHAT EXCEPTIONAL CIRCUMSTANCES EXIST TO SUPPORT ANOTHER LOAN:

GUARANTOR

If you are under 18, or wish to borrow more than \$300, a guarantor is required. The Guarantor Form will be provided **ONLY** after the interview is conducted, a loan is agreed upon and a loan agreement is prepared. The guarantor will need to see the loan agreement before signing the Guarantor Form.

PLEASE COMPLETE THIS SECTION IF REQUIRED

GUARANTOR'S DETAILS

GIVE NAME: _____

FAMILY NAME: _____

ADDRESS: _____

POSTAL CODE: _____ PHONE NUMBER: _____

INCOME AND EXPENDITURE

Please complete the following income and expenditure statement to assist in the development of a suitable loan repayment plan. A more detailed budget tool can be found at moneysmart.gov.au/tools-and-resources/calculators-and-apps/budget-planner

If you use this tool, please bring the budget to your appointment with a Senior Advisor – Welfare.

SOURCE OF INCOME – PROVIDE PROOF OF YOUR INCOME AT YOUR INTERVIEW WITH THE SENIOR ADVISOR – WELFARE.

CENTRELINK PAYMENTS	\$	(TWO WEEKS)
REGULAR PAID WORK	\$	(TWO WEEKS)
REGULAR FINANCIAL SUPPORT FROM FAMILY	\$	(TWO WEEKS)
REGULAR INCOME FROM OTHER SOURCES	\$	(TWO WEEKS)
IRREGULAR PAID WORK DURING TERM BREAKS	\$	(AVERAGED OVER TWO WEEKS)
TOTAL INCOME	\$	

EXPENDITURE OF INCOME

HOUSING – RENT, BOARD OR MORTGAGE	\$	(TWO WEEKS)
TRANSPORT – TRAIN, TRAM, BUS OR CAR COSTS	\$	(TWO WEEKS)
UTILITIES – GAS, ELECTRICITY, WATER	\$	(TWO WEEKS)
TELEPHONE (MOBILE PLAN OR PRE-PAID)	\$	(TWO WEEKS)
FOOD – ALL MEALS	\$	(TWO WEEKS)
DEBTS – CREDIT CARDS AND LOANS THAT YOU OWE	\$	(TWO WEEKS)
PERSONAL EXPENSES – CLOTHING, HAIRCUTS, ENTERTAINMENT, ETC.	\$	(TWO WEEKS)
OTHER	\$	(TWO WEEKS)
TOTAL EXPENDITURE	\$	
BALANCE (MINUS EXPENDITURE FROM INCOME)	\$	

STUDENT DECLARATION

I, _____, declare that the information provided is to the best of my knowledge true and correct. I have discussed the details of this student loan application with a Senior Advisor – Welfare.

STUDENT SIGNATURE:**DATE:****PARENT/GUARDIAN SIGNATURE (ONLY IF UNDER 18 YEARS OF AGE):****DATE:**

OFFICE USE ONLY – STUDENT SUPPORT

OFFICE USE ONLY	RECOMMENDED: <input type="checkbox"/> YES <input type="checkbox"/> NO
	COMMENTS:
	STUDENT BANK ACCOUNT DETAILS
	STUDENT NAME AS SHOWN ON BANK ACCOUNT STATEMENT:
	BSB: ACCOUNT NUMBER:
	BANK ACCOUNT STATEMENT PROVIDED: <input type="checkbox"/> YES <input type="checkbox"/> NO
	SENIOR ADVISOR – WELFARE SIGNATURE: DATE:
SENIOR CO-ORDINATOR STUDENT SUPPORT & ADVOCACY: DATE:	

OFFICE USE ONLY	<input type="checkbox"/> APPROVED NOT <input type="checkbox"/> APPROVED
	ASSOCIATE DIRECTOR, STUDENT LIFE & WELLBEING SIGNATURE: DATE:

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (**ESOS Act**), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](http://vu.edu.au/privacy) on our website, our frequently asked questions at [ASKVU](http://askvu.vu.edu.au) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy

If you have any questions, you can access [ASKVU](http://askvu.vu.edu.au),
speak to us via live chat or call us on **+61 3 9919 6100**.

Our VUHQs are located at the following campuses:

City King	St Albans	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	