STUDENT LOAN SCHEME
Guidelines and Procedures

The University may provide assistance to eligible students through its Student Loan Scheme.

There are four loan options in place:

- **General Purpose Loan (International or Australian Guarantor)** (refer to page 3)
- **Emergency Australian Student Loan (no Guarantor required)** (refer to page 4)
- **Short-term International Student Loan (no Guarantor required)** (refer to page 4)
- **Student Exchange Loan (International or Australian Guarantor)** (refer to page 5)

Please refer to the information overleaf to ascertain which category of loan best meets your requirements.

*Personal information collected by The University in connection with a loan will only be used to assess the application and aid in administration and recovery of any loan granted.*

LOAN ELIGIBILITY

You must be currently enrolled in an approved course of study at the University of Western Australia. Other eligibility criteria include:

- **genuine financial hardship**: Loans will only be considered where *genuine financial hardship* is established and you can demonstrate that a loan is essential for you to continue your current course at this University and that you are unable to obtain funding elsewhere.

- **academic record**: You must have good standing with no administrative encumbrance *(may be excepted for emergency loans)* and demonstrate that you have the capability to complete your current course successfully. You must have already successfully completed at least one full semester of study at UWA in the last 12 months to be considered for a General Purpose Loan or Student Exchange Loan. Loans will only be considered where you are enrolled for a minimum of 18 credit points in a semester or 36 credit points over the course of a complete academic year. Loans will not be considered in your final semester. Thus, *academic record* is a factor in the assessment of your loan application.

- **other possible sources of income**: If you have other possible sources of income such as assets, fixed term deposits, loans from family members, etc., you should investigate such avenues before applying.

**NOTE:** Loans will not be issued for debts, fines, house or other expenses NOT DIRECTLY related to essential course-related endeavours. Loans will not be provided to pay University or HECS fees.
STUDENT FINANCIAL ASSISTANCE COMMITTEE

The Student Financial Aid Officer and the International Student Adviser assess loan applications according to the guidelines formulated by the Student Financial Assistance Committee. The Committee is made up of representatives from Academic Staff, the Guild, Registrar’s Office, International Centre, the Residential Colleges and an Equity Adviser.

INCOME LIMITS

Students with a low income who can demonstrate financial hardship may be considered for a loan. Gross income should not exceed $20,000 pa, with no investments or substantial assets. If your income exceeds these limits, your application may be accepted at the discretion of the Student Financial Aid Officer or the International Student Adviser in compliance with the exemption provisions of the Credit Code.

SECURITY

You must provide a Guarantor as security for all loans except a Short-term International Student Loan and Emergency Loan. Applications for all other loans will not be processed if a Guarantor is not offered. Your Guarantor must be over 18 years old and cannot be an enrolled student, staff member of UWA or affiliated colleges (other than relatives). A spouse or partner (or someone who is directly financially linked to the applicant) cannot guarantee a student loan.

Guarantors are liable by law to pay the outstanding balance of the loan if you default in your repayments. Guarantors who have undertaken to guarantee several loans concurrently will not be accepted. Both you and your Guarantor are required to complete formal agreements. Faxed copies of the “Deed of Guarantee” are not acceptable. The original Deed of Guarantee document must be returned prior to funding of the loan.

International Guarantor: If an international Guarantor is offered, then you must be able to demonstrate how you will be able to fully repay the loan before the completion or cessation of your current UWA course.

LOAN LIMITS

It is in your interest to borrow no more than you need. You will not be loaned more than the equivalent of two full General Purpose Loans whilst studying at UWA and not more than the equivalent of one full General Purpose Loan in any one year, with the exception of loans provided to assist with a student exchange programme.

APPEAL

If your loan application is declined you have the right to appeal. You should apply in writing to the Chair of the Student Financial Assistance Committee. The appeal must state precisely the grounds on which it is made. It must be lodged with the Secretary of the Student Financial Assistance Committee in Student Services, 2nd floor Guild Village, no later than seven (7) working days after receipt of the loan decision.

An appeals sub-committee of the Student Financial Assistance Committee will consider your appeal. You will be notified of the decision of the appeals sub-committee within seven (7) working days after receipt of your appeal. The decision of the appeals sub-Committee is final.
GENERAL PURPOSE LOAN  
(Australian Guarantor)

Loan Amount:  Up to $4,000 in an academic year; $8,000 in total throughout current course of study. Student Exchange loans of up to $12,000* may be available (please refer to page 5).

Purpose:  Available to students for necessary expenses associated with educational and directly related living costs, especially where continuation of studies may be threatened.

Loans to 1st Years:  1st year students are eligible to apply for this loan once they have satisfactorily completed at least one semester of tertiary study.

Repayments:  Minimum repayments of $100 per month commencing two months from date of approval are to be met by the student whilst enrolled in current UWA course of study. The remaining balance on loans up to $4,000 is then to be cleared within one year from the cessation of the current course of study at UWA and on loans up to $8,000 to be cleared within 2 years. Balances outstanding on funds approved in excess of $8,000 are to be cleared within 3 years from the date of cessation of the current course of study at UWA.

Interest:  Interest free during the current course of study. On completion or cessation of current UWA course of study, any residual debt will attract an interest rate of 12% p.a.

GENERAL PURPOSE LOAN  
(International Guarantor)

Loan Amount:  Up to $4,000 in an academic year, $8,000 in total throughout current course of study. Student Exchange loans of up to $12,000* may be available (please refer to page 5).

Purpose:  Available to students for necessary expenses associated with educational and directly related living costs, especially where continuation of studies may be threatened.

Loans to 1st Years:  1st year students are eligible to apply for this loan once they have satisfactorily completed at least one semester of tertiary study.

Repayments:  The loan must be fully repaid by completion or cessation of current UWA course in fortnightly or monthly instalments, in accordance with an agreed repayment schedule. If the loan is not fully repaid by this date, graduation and academic transcripts may be withheld.

Interest:  Interest free during the current course of study. On completion or cessation of current UWA course of study, any residual debt will attract an interest rate of 12% p.a. until the loan is fully cleared.
EMERGENCY LOAN - AUSTRALIAN STUDENTS
(No Guarantor required)

Loan Amount: Up to $1,500.

Purpose: Available to assist Australian students overcome urgent, unforeseen contingencies.

Loans to 1st Years: 1st year students are eligible to apply for this loan.

Repayments: Amounts up to $500 repayable within six months; amounts between $501 and $1,500 repayable within one year, in accordance with an agreed repayment schedule. The repayment period commences four weeks from the date of the loan agreement.

Interest: No interest is charged if the loan is fully repaid by the due date. However, if the loan is not repaid within seven days of the due date, interest of 12% p.a. will be charged until the loan is fully cleared.

SHORT-TERM INTERNATIONAL STUDENT LOAN
(No Guarantor required)

Loan Amount: Up to $1,500.

Purpose: Available to international students in order to overcome urgent unforeseen contingencies.

Loans to 1st Years: 1st year students are eligible to apply for this loan.

Repayments: Payable within 2 calendar months, which commences four weeks from the date of the loan agreement.

Interest: Interest free if repaid within 2 calendar months and four weeks from the loan agreement date. Otherwise, interest will start accruing at 2.5% per month.
STUDENT EXCHANGE LOAN

(Australian Guarantor)

You can apply for an Exchange Loan of up to a maximum of $12,000*, provided the amount that you borrow under the student loan scheme does not exceed $12,000 in total during your current course. The Student Exchange loan operates under the same conditions as the General Purpose Loan, as outlined on page 3 of this pamphlet.

Note: Students will only be approved loans in excess of $8,000* where the exchange program is of a greater duration than 1 semester.

*$12,000 is the maximum Exchange Loan for students who are not eligible to apply for an OS-Help loan or where no OS-Help funding is available.

The Student Financial Assistance Committee has agreed to the following guidelines for the allocation of loan funds for student exchange:

Students must:

- meet all other criteria outlined in this Student Loan Scheme Guidelines and Procedures guide
- apply for an OS-Help loan (where eligible) before or at the same time as applying for an Exchange Loan
- fully complete the Student Loan Scheme Application form
- provide with your application:
  - written evidence from UWA Study Abroad and Student Exchange, International Centre, showing selection into the UWA Student Exchange Program; and,
  - bank statements for the last 3 months
  - a statement detailing the costs of the exchange program and the proposed funding
  - a copy of the formal acceptance from the Host University.

The required monthly repayments of $100 will commence at the time the student completes their exchange program.
FREQUENTLY ASKED QUESTIONS
*** Loans with an Australian Guarantor ***

What can I apply for a UWA student loan for?
A loan can be for any expense or purchase essential for you to continue your current studies at UWA, but cannot be for University fees, existing debts or fines, or anything not directly related to essential course related endeavours. Loans towards the purchase of a used car will be considered only where deemed essential to course related endeavours.

When is ‘cessation of course of study’?
Cessation of the current course is defined as being the date UWA records show that you complete, withdraw, are excluded from, relinquish by death or otherwise your enrolment status at UWA.

What if I have difficulty in meeting my loan repayments?
You must contact the Student Financial Aid Officer (Australian students) or the International Student Adviser (International students) to discuss your situation. If you do not keep up with the agreed repayments, graduation and/or release of academic transcripts may be withheld.

What if I am not up to date with my repayments by the time I complete my course?
You will not be able to graduate from the University, or obtain an academic transcript. Interest may start accruing. Please contact the Student Financial Aid Officer (Australian students) or the International Student Adviser (International students) before you are due to complete your studies if you are having difficulties meeting the agreed repayment schedule.

What if I can’t repay my loan?
Your Guarantor will be legally responsible for repayment. Graduation and/or academic transcripts will be withheld until paid.

What if I default on my loan?
All costs incurred in recovery of the debt will be your responsibility. Should you not repay the debt (including all recovery costs) in full the University will seek payment from the Guarantor.
FREQUENTLY ASKED QUESTIONS

*** International Students and Loans with an International Guarantor ***

What can I apply for a UWA student loan for?
A loan can be for an expense or purchase essential to continuing your current studies at UWA. It cannot be for University fees, existing debts or fines, or anything not directly related to your studies. Loans towards the purchase of a used car will be considered where deemed essential to course related endeavours.

What if I have finished the course I was undertaking when a loan was granted and now wish to undertake postgraduate studies, such as a Graduate Diploma, Masters, or PhD?
The loan should have been fully repaid by the completion or cessation of your current course.

What if I withdraw from the University or defer my studies?
Under the terms of your loan agreement, your loan is fully repayable upon withdrawal or deferment.

What if I change my current course at UWA?
The loan is fully repayable by the date already agreed in the loan repayment schedule. The due date for full repayment of your loan will not be extended beyond this date.

What if I change my enrolment status from full-time to part-time?
You must inform the Student Financial Aid Officer (Australian students) or the International Student Adviser (International students) to discuss repayment arrangements on your loan. You may be asked to begin the full repayment of your loan, including interest.

What if I change my address?
You must inform the Student Financial Aid Officer (Australian students) or the International Student Adviser (International students).

When is ‘cessation of course of study’?
Cessation of the current course is defined as the date UWA records shows that you complete, withdraw, excluded from, relinquish by death or otherwise your enrolment status at UWA.

What if I have difficulty in meeting my loan repayments?
You must contact the Student Financial Aid Officer (Australian students) or the International Student Adviser (International students) to discuss your situation. If you do not keep up with the agreed repayments, graduation and/or release of academic transcripts may be withheld.

What if I have not fully repaid my loan by cessation of my current UWA course?
Interest will start accruing on the balance owing. Please contact the Student Financial Aid Officer (Australian students) or the International Student Adviser (International students) before you are due to complete your studies if you are having difficulties meeting the agreed repayment schedule.

What if I can't repay my loan?
Your Guarantor will be legally responsible for repayment. Graduation and/or academic transcripts will be withheld until paid.

What if I default on my loan?
All costs incurred in recovery of the debt will be your responsibility. Should you not repay the debt (including all recovery costs) in full the University will seek payment from the Guarantor.
WHO TO CONTACT

Students who are Australian Citizens/Permanent Residents - If you have questions regarding the following loans types:

- General Purpose Loan (Australian or International Guarantor),
- Student Exchange Loan (Australian or International Guarantor), and
- Emergency Australian Student Loan (with an Australian Guarantor)

please contact the Student Financial Aid Officer in Student Services, 2nd floor Guild Village. Telephone +61 8 6488 3547; Fax +61 8 6488 1119.
Web-site located at www.studentservices.uwa.edu.au
E-mail: student.finance@uwa.edu.au

To apply for the above loan types: Pick up a loan application form from UWA Student Services, 2nd floor, Guild Village or visit the website at: www.studentservices.uwa.edu.au/ss/financial/loan_scheme. Submit the fully completed application form (with attachments) to Student Services reception. An appointment will be made for you to call in and discuss the application with the Student Financial Aid Officer on another day.

International Students - If you have inquiries regarding the following loan types:

- General Purpose Loan (Australian or International Guarantor),
- Student Exchange Loan (Australian or International Guarantor), and
- Short-term International Student Loan (no Guarantor required),

Please contact the International Student Adviser, Hackett Hall, phone +61 8 6488 2428; Fax +61 8 9382 4071.
Web-site located at www.international.uwa.edu.au
E-mail address: stan@admin.uwa.edu.au

How to apply for the above loan types: Make an appointment with the International Student Adviser at the International Centre (Hackett Hall).

UWA Student Services
2nd Floor, South Wing, Guild Village
Please do not hesitate to come and see us to find out more about any of our services

To make an appointment please call 08 6488 2423 (Australian Students) or 08 6488 2428 (International Students)
email: student.finance@uwa.edu.au

Visit our website http://www.studentservices.uwa.edu.au/

Got a Question? Find the Answer.....@ www.ipoint.uwa.edu.au

CRICOS Provider Number 00126G