

Student  
Administration Branch  
Victoria University  
PO Box 14428  
MELBOURNE VIC 8001  
Austraia

# OS-HELP Loan Application – A56



**VICTORIA UNIVERSITY**  
CRICOS Provider No: 00124K

**A NEW SCHOOL OF THOUGHT**

Please read the information and instructions on the reverse of this form.

**NOTE: To be eligible for an OS-HELP loan your proposed study must be accredited and with an overseas higher education institution.**

**Please write in BLOCK LETTERS** STUDENT ID NUMBER

YOUR NAME & STUDENT DETAILS			
FAMILY NAME	FIRST NAME	STUDY YEAR	20
OTHER NAMES			

YOUR MAILING ADDRESS or CONTACT DETAILS for notification of outcome				Is this a change of address? (Y/N) <input type="checkbox"/>	If Yes, please also submit a Personal Details Amendment form
PLEASE NOTIFY ME BY: Post <input type="radio"/> Fax <input type="radio"/> Email <input type="radio"/>					
STREET NUMBER and NAME			STATE		
SUBURB/TOWN			POSTCODE		
COUNTRY (if not Australia)			DAYTIME or MOBILE PHONE NUMBER		
EMAIL ADDRESS			FAX NUMBER		

YOUR VU COURSE DETAILS			
COURSE TITLE			
COURSE CODE		CAMPUS	COURSE LEVEL (eg. 2 <sup>nd</sup> yr of study)

PROPOSED STUDY PROGRAM & APPLICATION DETAILS			
PROGRAM	<input type="radio"/> Victoria Abroad Exchange Program <input type="radio"/> Study Tour <input type="radio"/> Independent Study Abroad	Approved: Yes/No	APPLICATION PERIOD (tick only one – submit a separate application for each period) <input type="radio"/> 1 January to 30 June <input type="radio"/> 1 July to 31 December <input type="radio"/> Other _____
COUNTRY OF OVERSEAS STUDY	Preference 1:	Preference 2:	
NAME OF OVERSEAS INSTITUTION			
DATE OVERSEAS STUDY TO BEGIN	DATE OVERSEAS STUDY TO END	LENGTH OF STUDY IN WEEKS	
AMOUNT OF OS-HELP LOAN REQUESTED	<input type="radio"/> \$1,000 <input type="radio"/> \$2,000 <input type="radio"/> \$3,000 <input type="radio"/> \$4,000 <input type="radio"/> \$5,000		

I wish to apply for an OS-Help Loan. I declare that I am an Australian Citizen or the holder of a Permanent Humanitarian Visa, have not received an OS-Help Loan on more than one other occasion, I am enrolled in a Commonwealth Support place for an undergraduate course at Victoria University, have completed one year of full-time study and have at least one semester of full-time study still to complete upon return from my overseas study program. I have read the Privacy Notice on the back of this form and declare the information supplied is true and correct.

Student Signature: ..... Date: .....

**COMPLETED FORM TO BE POSTED TO:**

Victoria Abroad Office  
Victoria University International  
Victoria University City Flinders Campus  
PO Box 14428  
MELBOURNE VIC 8001

**FAX TO:** 9919 1009  
Attention: Victoria Abroad

**EMAIL TO:** educationabroad@vu.edu.au

**APPROVAL OF VICTORIA ABROAD**

The above applicant has been approved to undertake overseas study     Yes     No

This application for OS-Help is approved     Yes     No

Reason(s) (if not approved): .....

Officer's Signature: ..... Date: .....

Officer's Name: ..... Phone Ext: .....

Officer's Position Title: .....

STUDENT ADMINISTRATION CONTACT DETAILS					
City flinders Lane	Ground Floor	9919 1003	Newport	Building A	9919 8411
City King Street	Level 2	9919 7824	St Albans	4C – 102	9919 2414
Footscray Park	M280	9919 4215	Sunbury	Building 7 Room 106	9919 3214
Footscray Nicholson	Telford Building Level 2	9919 7543	Sunshine	B41A	9919 7297
Melton	N61	9919 7543	Werribee	1B	9919 8222
Email addresses:		student.admin@vu.edu.au (general enquiries)			
		student.fees@vu.edu.au (fee enquiries)	Web address: www.vu.edu.au/services		

## Information about OS-Help Loan Application

**OS-HELP (Overseas Higher Education Loan Program) is available to eligible full-time undergraduate higher education students who study at an approved institution overseas. OS-HELP Loan assistance allows for a cash payment of up to \$5000 for a six-month study period and is available for a maximum of two six-month periods.**

### **To be entitled to OS-HELP assistance in for a six-month study period overseas, you must:**

1. Be an Australian citizen or the holder of a permanent humanitarian visa
2. Not have received an OS-HELP Loan on more than one other occasion
3. Be enrolled in an undergraduate course of study
4. Have already completed at least 1 equivalent full-time student load (EFTSL), of study that counts towards your course, as either:
  - a. A Commonwealth supported student
  - b. A HECS liable student under the Higher Education Funding Act 1988
  - c. A student who was exempt on the basis of receiving a merit-based equity scholarship
5. Be enrolled in study, with an overseas higher education institution, which counts as credit for the course of study in which you are enrolled with Victoria University
6. Be outside Australia while undertaking the study
7. Still have at least .5 EFTSL of study to complete in your course, on return from overseas study
8. Supply your Tax File Number
9. Complete and sign an OS-HELP debt confirmation form
10. Be selected by your home provider to receive an OS-HELP loan
11. Not have been granted an OS-HELP loan by another provider for an overlapping six-month study period

### **Further information can be obtained from the DEST website at:**

[http://www.backingaustraliasfuture.gov.au/guidelines/oshelp\\_guide.htm](http://www.backingaustraliasfuture.gov.au/guidelines/oshelp_guide.htm)

#### **Student Services Department Privacy Notice**

Victoria University's Student Services Department (SSD) is committed to protecting and maintaining the privacy, accuracy and security of your personal and health information and complies with the University's published privacy policies commitments, guidelines and procedures, which conform to and support all privacy obligations that bind the University. SSD collects personal (including sensitive) and health information, such as academic, fee and other personal details, in accordance with Victoria University's privacy commitments, guidelines and procedures for the purposes relevant to your enrolment and the administration of your course (including assessment and processing of your application, administering enrolment details and assisting with statistical and market research and planning) and to provide you with information about other courses, products and services available at Victoria University. Personal information, including some sensitive and health information is requested for government and statistical reporting. If any law requires particular information to be collected, SSD will inform you at the time the collection is to happen. If you do not provide SSD with the information SSD collects when you are asked, Victoria University will be unable to fulfill some or all enrolment related and government reporting or statistical requirements, or to maintain your complete academic record. Victoria University will usually disclose information SSD collects about you to regulatory bodies, government and law enforcement agencies (such as the Australian Tax Office, Department of Education, Science and Training and Office of Training Tertiary Education). IN prescribed circumstances, health information is disclosed to prescribed health practitioners and/or prescribed emergency-related bodies.

You should contact us if your details change, or if you believe the information we have about you is not accurate. You may seek access to personal and health information SSD holds about you by contacting SSD, and you will be advised at the time of your request for access of any applicable fee. Formal access applications are made to Victoria University's FOI Coordinator (Mr. Murray Dri at Legal & Policy Secretariat PO Box 14428 MELBOURNE VIC \*001 OR PHONE 9919 4118, FAX: 9919 5-61 OR E-MAIL [MURRY.DRI@VU.EDU.AU](mailto:MURRY.DRI@VU.EDU.AU)). Information regarding Victoria University's privacy Policy can be obtained from the Privacy Officer, whose contact details are available through Mr Dri. Full details of Victoria University's Privacy Policies can be viewed on the internet at [www.vu.edu.au](http://www.vu.edu.au)