STUDENT LOAN APPLICATION

☐ Please read the Information about Student Loans carefully
☐ Complete the application form in full
☐ Provide proof of your income (payslips, statements)
☐ Provide evidence for what the loan is needed – accounts, quote

Phone Student Engagement to make an appointment with a Student Welfare Officer to discuss your application for a loan on:

99198801 or 99194418 or 99192399
WHO CAN APPLY FOR A LOAN?
- You must be enrolled in a VU Higher Education (HE) or VE/FE course.
- Students enrolled in short 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 (ie Centrelink Advance, borrow from family etc)

WHAT CAN I GET A LOAN FOR?
- Books, computers and course related material
- 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.
- Guarantor forms must be completed and signed by a Justice of Peace (pharmacist, doctor)
- International students can seek their Dept to act as guarantor if they are unable to source one.

HOW LONG DO I HAVE TO PAY THE LOAN BACK?
Loans must be paid back within 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your current academic year completion date (whichever is the sooner) OR immediately if you have completed, abandoned or withdrawn from your course.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 and
- prevent you from re-enrolling in further semester/term/courses and
- 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?
- You must make application for an extension of time to repay your loan with a Student Welfare Officer.
- 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 *Information about Student Loans* before filling out this application.
- 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 change to your personal details.

Please print clearly

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number:</td>
<td>Campus:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Mobile Number:</td>
</tr>
<tr>
<td>Course of Study:</td>
<td>Course Code:</td>
</tr>
</tbody>
</table>

What is the date of your last lecture or exam this year? / /

| How much do you wish to loan? | $ |

**Purpose of Loan** – please explain and attach evidence – ie

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

**Do you have a current University loan?**

| ☐ Yes | ☐ No | Owing: $___________ |

If yes, please explain what exceptional circumstances exist to support another loan?

_________________________________________________________________________________________
_________________________________________________________________________________________

**GUARANTOR**

If you are under 18 years of age, or you wish to borrow more than $300, a guarantor will be required.

If required please complete:

**Guarantor’s details**

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given Names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Post Code:</td>
</tr>
<tr>
<td>Telephone Numbers:</td>
<td>Mobile Number:</td>
</tr>
</tbody>
</table>

**BORROWING FROM OTHER SOURCES**

If you receive a Centrelink allowance or benefit, have you applied for a Centrelink Advance Loan in the past 12 months?

| ☐ Yes | ☐ No |

Have you tried to borrow from other sources?

| ☐ Yes | ☐ No |
INCOME AND EXPENDITURE
Please complete the following income and expenditure statement to assist in the development of a suitable loan repayment plan.

Source of income – provide proof

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centrelink benefit/allowances</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Regular paid work</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Regular financial support from family</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Regular income from any other source</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Irregular paid work during semester/term breaks</td>
<td>$</td>
<td>Averaged 2 wks</td>
</tr>
</tbody>
</table>

**TOTAL INCOME** $

Expenditure of income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing – rent or mortgage</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Transport – train, tram, bus or car costs</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Utilities – gas, electricity and water</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Mobile phone – plan or prepaid</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Food – all meals and takeaways</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Debts – credit cards, loans</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Personal expenses – clothes, haircuts, entertainment</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>(2 weeks)</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURE** $

Minus expenditure from income = balance $

REPAYMENT OF LOAN

<table>
<thead>
<tr>
<th>Proposed date of Final Loan Payment</th>
<th>/</th>
<th>/</th>
<th>Installments of</th>
<th>/2wk or mth</th>
</tr>
</thead>
</table>

STUDENT DECLARATION

I __________________________________________________________ declare the information provided is to the best of my knowledge truthful and correct. I have discussed the details of this Student Loan Application with the Loans Officer.

__________________________________________     Date : ______/______/ 20_____
(Signature of Student)

_____________________________________     Date : ______/______/ 20_____
(Name of Loans Officer)