

OS-HELP Policy

Approving authority	Executive Group
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Document URL	http://policies.griffith.edu.au/pdf/OSHELP Policy.pdf
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Description	This policy describes the application of Australian Government provisions for the OS-HELP loan scheme within the University and the conditions for the award of OS-HELP loans to Griffith students.

Related documents

Australian Government OS-HELP Statement of Terms & Conditions

[Australia Government OS-HELP Guidelines for Providers](#)

[Australian Government Study Assist](#)

[Fees and Charges Policy](#)

[Griffith Global Mobility Policy](#)

[OS-HELP Procedures](#)

OS-HELP Application form

[Review of Decision Form](#)

[Structure and Requirements of Qualifications Awarded by Griffith University](#)

[Student Complaints Policy](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[\[Introduction\]](#) [\[Objectives Governing the OS-HELP Loan Scheme\]](#) [\[Supporting Procedure\]](#) [\[Related Legislation\]](#) [\[Responsibility\]](#) [\[Contact Person\]](#) [\[Definitions\]](#)

1. INTRODUCTION

The Commonwealth Government provides a number of OS-HELP loans to the University annually to help eligible undergraduate and postgraduate students undertake part of their study overseas in University-supported programs. This policy and associated procedure explain the criteria and processes that the University will use to allocate the loan funds.

2. OBJECTIVES GOVERNING THE OS-HELP LOAN SCHEME

Under its internationalisation strategy, the University supports students to undertake an international study experience as part of their program. The OS-HELP loan scheme fosters internationalisation by providing financial support to promote opportunities for students to participate in an international study experience.

The aim of the OS-HELP loan scheme is to assist eligible students, who are based in Australia, to undertake some of their study overseas. Students may receive up to the maximum amount specified by the Australian Government annually per six-month study period for one or two overseas study periods. The maximum loan amount per study period is as per the Australian Government guidelines.

2.1 Availability of OS-HELP Loans

Each year the University is provided funding by the Australian Government to be used for OS-HELP loans. The amount of funding is related to a specific number of loans at the maximum value of each loan. However, the University may allocate a higher number of loans by reducing the value of some or all loans. The maximum amount that may be distributed in any year is the amount of funding allocated by the Australian Government.

The total funds provided by the Australian Government each calendar year for OS-HELP loans will be distributed in accordance with the prescribed OS-HELP criteria for eligibility and the EFTSL formula published in the Australian Government OS-HELP Guidelines.

OS-HELP loans will be allocated to eligible students by the Griffith Global Mobility Office.

2.2 Level of Funding

- Students may apply for a minimum of \$1,000 and a maximum of the Australian Government-designated maximum loan amount per study period.
- Students may apply for a maximum of two OS-HELP loans over their lifetime.

2.3 Eligibility

Students must meet the eligibility requirements set out in the Australian Government OS-HELP Statement of Terms and Conditions applicable to the year in which the OS-HELP loan is paid. For eligibility requirements, refer to the Australian Government OS-HELP Statement of Terms & Conditions available on the [Australian Government Study Assist](#) website.

To apply for an OS-HELP loan, a student should:

- Complete a Griffith OS-HELP application form and declare he or she has read and understood the Griffith University OS-HELP Policy and the Australian Government OS-HELP Statement of Terms & Conditions.
- Be accepted to participate in an outbound global mobility program.
- Have the overseas study approved by their Program Convenor for credit towards their Griffith degree.
- Complete, sign and lodge an OS-HELP Debt Confirmation Form, including their Tax File Number (TFN).

Recipients of an OS-HELP loan are required to:

- Adhere to the requirements of their overseas program.
- Remain enrolled in a Griffith University program.
- Provide certified transcripts of the grades obtained in their overseas study (if applicable) so that the approved credit can be placed on their academic record.

A student's eligibility for an OS-HELP loan is not affected by the student also holding another grant or scholarship supporting overseas study.

2.4 Distribution of Loans

Students will be notified of the outcome of their OS-HELP loan application in writing within 10 days of submitting their application.

For each student who has applied for an OS-HELP loan through the Griffith Global Mobility directly, the Griffith School or Student Administration may be contacted for confirmation of credit approval and details of the student's degree program if this information has not already been provided clearly and accurately.

Loans will be paid directly into the recipient's bank account using the details provided on the student application form.

In the event that applications received total more than the funds available, the Vice President (Global) reserves the right to alter the loan amount in an effort to assist as many students as possible.

2.5 Repayment of Loans

OS-HELP loans are recorded against a student's existing HELP debt for repayments to be made accordingly.

2.6 Review and/or appeal of a decision

The student, has the right to apply for a review of a decision made by Griffith Global Mobility to the Director (International) within 10 working days of notification of the decision. The application for review is to be made using the *Review of Decision Form* in accordance with the University's *Student Review and Appeals Policy* and the *Student Review and Appeals Procedures*. The Director (International) will consider the review and provide the student with written advice on the outcome of the review within 20 working days of lodgement of the *Review of Decision* form.

If a student is dissatisfied with the outcome of the review, he or she may lodge an appeal within 10 working days of notification of the review outcome. This appeal must be in writing using an updated *Review of Decision Form* requesting an appeal and be lodged with the Vice President (Global).

3. SUPPORTING PROCEDURES

OS-HELP Loans Procedure.

4. RELATED LEGISLATION

[Higher Education Support Act 2003](#) as amended.

5. RESPONSIBILITY

The effective management of OS-HELP loans in accordance with University policy and the Australian Government conditions is the responsibility of the Vice President (Global).

The implementation of the OS-HELP loan scheme at the University will be reviewed annually by the Manager, Griffith Global Mobility, in consultation with the Director (International), following approval by the Vice President (Global).

6. CONTACT PERSON

Manager | Griffith Global Mobility | Griffith International
outboundmobility@griffith.edu.au | (07) 555 28300

7. DEFINITIONS

Award Course: A course leading to an award of the University, such as a Bachelor degree or a graduate diploma.

EFTSL: Equivalent Full-time Study Load. It is a measure of the study load, for a year, of a student undertaking a course of study on a full-time basis. For example, in most courses Griffith University considers 80 credit points to be equivalent to a full-time study load in an academic year. In double degrees, a full-time year's work may be greater than 80CP (refer to *Structure and Requirements of Qualifications Awarded by Griffith University*).