

University Student Loans Scheme Policy

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Description	This policy describes the University's Student Loan Scheme which provides financial assistance to eligible Griffith University students who are experiencing financial difficulty that is adversely affecting their education.

Related documents

[University Student Loans Scheme Guidelines](#)

Emergency Cash Advance Policy

University Student Loans Scheme Website

[\[Introduction\]](#) [\[Definitions\]](#) [\[Eligibility Criteria\]](#) [\[Financial Assistance\]](#) [\[Loan Repayment Schedules and Finalisation of Loans\]](#) [\[Authority of Convenor to Approve Loans\]](#) [\[Annual Report\]](#) [\[Confidentiality\]](#) [\[Panel Membership\]](#)

1. INTRODUCTION

The purpose of the University Student Loans Scheme is to provide financial assistance to eligible Griffith University students who are experiencing financial difficulty that is adversely affecting their education. The criteria for financial assistance under the Scheme shall be that a student demonstrates a genuine need and that their capacity for continued study may be adversely affected due to financial difficulty.

The University Student Loans Scheme is administered by the [University Student Loans Panel](#). The Panel has final and absolute discretion on whether or not to approve financial assistance from the Scheme. The University makes no representation or warranties regarding the availability of funds for the assistance of students

2. DEFINITIONS

'Financial assistance' refers to the allowable assistance (loans and grants) available through the University Student Loans Scheme.

'Student' refers to a person who has an active enrolment in a program (including non-award programs) of the University as specified in Section 3 of the Student Administration Policy. Students enrolled in:

- Miscellaneous courses,
- Exchange Studies and Study Abroad programs,
- non-Griffith University Open University Australia (OUA) award programs,
- Griffith English Language Institute (GELI) courses and
- Queensland Institute of Business and Technology (QIBT) programs

are not eligible for financial assistance through the University Student Loans Scheme.

'Convenor' refers to the Convenor of the University Student Loans Panel.

'Panel' refers to the University Student Loans Panel.

'Welfare and Student Liaison Officer' refers to staff who conduct the application interview with the student and who are responsible for making a recommendation on the suitability of the application to the University Student Loans Panel.

3. ELIGIBILITY CRITERIA

The general criteria for financial assistance under the Scheme shall be that a student demonstrates a genuine need and that their capacity for continued study may be adversely affected due to financial difficulty. As a result in its consideration of an individual student's application, the Panel may take into account the student's academic standing. In considering applications for financial assistance the Panel shall pay particular attention to the following student groups:

- Students with disabilities
- Aboriginal and Torres Strait Islander students
- Students from lower socio-economic groups
- Students from non-English speaking backgrounds
- Students from country or isolated areas.

Financial assistance available to enrolled students is intended to assist with education-related expenses and basic living expenses. Students who have a current loan and have been making payments in line with the repayment schedule may apply to "top up" the loan amount to a maximum amount of \$1000 (international) or \$1500 (domestic) in line with 3.3 and 3.4 of the University Student Loan Scheme Guidelines. Students who have a current loan for the maximum loan amount as specified in 2 of the University Student Loan Scheme Guidelines will not be eligible for further financial assistance.

Loans are not available to students who have been declared bankrupt. The Panel may consider a loan to a student who has been discharged from bankruptcy if they can demonstrate that they will be unable to continue studies without financial assistance, and on the provision that written proof of discharge of bankruptcy is provided.

4. FINANCIAL ASSISTANCE

The Panel is empowered to make grants to currently enrolled students who are in exceptional circumstances of hardship.

The University is in no way committed to providing additional loans or grants to students who have previously received financial assistance from the Scheme.

Funds available from the Scheme are to be used only for the purpose of financial assistance to students and shall not be used for any other purpose.

Loans are provided on an interest free basis.

The amounts available for loan (outlined in the University Student Loans Scheme Guidelines) will be as determined by the Panel.

Monies retained from the repayment of loans shall be made available for re-lending. Any assets of the fund held by the University at the end of a year are to be carried forward and applied to the same purpose in the subsequent year.

LOAN REPAYMENT SCHEDULES AND FINALISATION OF LOANS

Students who have received a loan are required to make repayments in accordance with the loan repayment schedule detailed in their loan agreement, and to finalise payments in accordance with that agreement.

The procedures for loan repayment and finalisation are detailed in Sections 7.0 and 8.0 of the University Student Loans Scheme Guidelines.

AUTHORITY OF CONVENOR TO APPROVE LOANS

The Convenor or nominee has the authority to approve loan amounts up to and including \$1000 in accordance with the Guidelines of the University's Student Loans Scheme.

If the application exceeds \$1000, the Convenor is required to table the application before the Panel for a final decision.

In emergency situations only, the Convenor or nominee may approve a request for financial assistance where the amount requested exceeds \$1000, provided the request is in accordance with the Guidelines of the University's Student Loans Scheme and conventions applied by the Panel.

5. ANNUAL REPORT

An annual report on the operations of the University Student Loans Scheme shall be submitted to Deputy Vice Chancellor (Academic).

6. CONFIDENTIALITY

Members of the Panel, Welfare and Student Liaison Officers and all other staff involved directly or indirectly with the administration of the University Student Loans Scheme shall maintain confidentiality and discretion in all matters pertaining to the Scheme and the students involved in applying to the Scheme.

7. PANEL MEMBERSHIP

The membership of the University Student Loans Panel shall be:

- Academic Registrar or standing nominee (Convenor)
- Deputy Vice Chancellor (Academic) or standing nominee
- Chief Financial Officer or standing nominee
- Director, Campus Life or standing nominee
- A student nominated jointly by the Chairperson, GUSRC and the President, Gold Coast Student Guild or standing nominee.

The Academic Registrar shall appoint the Secretary to the Panel who shall have rights of audience and debate.
