

OS-HELP Loan Policy

Section 1 - Summary

(1) This Policy outlines the eligibility requirements for the Overseas Higher Education Loan Program (OS-HELP) at Victoria University that are compliant with the [Higher Education Support Act 2003 \(Cth\)](#).

Section 2 - Scope

(2) This Policy applies to eligible full-time Commonwealth Supported (CSP) higher education students who study at an approved institution overseas.

Section 3 - Definitions

(3) Student Exchange

(4) Study Abroad

(5) Study Tour

(6) OS-HELP

(7) EFTSL

(8) CSP

Section 4 - Policy Statement

(9) OS-HELP is available to eligible full-time Commonwealth Supported (CSP) higher education students who study at an approved institution overseas via the following programs:

- a. Student Exchange;
- b. Study Abroad;
- c. Study Tour.

(10) Current loan amounts can be found on the Australian Government Study Assist [website](#).

Part A - Eligibility for the OS-HELP Loan

(11) Students are eligible for one loan per six month study period and a maximum of two six month periods.

(12) To be entitled to OS-HELP assistance for a six month study period overseas, students must:

- a. Be an Australian citizen or hold a permanent humanitarian visa;

- i. New Zealand Special Category Visa holders may be eligible to access HELP loans provided they came to Australia as a dependent child and meet the relevant [residency criteria](#).
- b. Not have received an OS-HELP Loan on more than one other occasion;
- c. Be enrolled in a Commonwealth Supported course of study;
- d. Have already completed at least 1.0 equivalent full-time student load (EFTSL) of study that counts towards their course (96 credit points), as a Commonwealth supported student.
- e. Be receiving credit or placement hours for the course of study in which they are enrolled with Victoria University;
- f. Be outside Australia while undertaking the study;
- g. Still have at least 0.125 EFTSL of study to complete in their course (12 credit points), on return from overseas study;
- h. Supply their Tax File Number;
- i. Complete an OS-HELP loan application and an OS-HELP debt confirmation via MyVU;
- j. Be selected by Victoria University to receive an OS-HELP loan.
- k. Not have been granted an OS-HELP loan by another provider for an overlapping six month study period;

(13) Students are eligible for additional funds if studying in Asia, and if undertaking Asian language study in preparation for study in Asia.

(14) To be eligible for OS-HELP assistance for an Asian language related to overseas studies in Asia, students must:

- a. Not be receiving credit for their Asian language studies. The language study must be aimed at assisting students in their main overseas course in an Asian country;
- b. Commence the language study prior to the start of their main overseas course;
- c. Be applying for OS-HELP assistance for their main overseas course in addition to the OS-HELP language subsidy;
- d. Not have received an OS-HELP language subsidy on more than one other occasion;
- e. Provide the details of the language they will be studying, course commencement and end date to Victoria University.

Review

(15) Students who are not selected for a loan may seek a review of the decision by the Director, Student Administration.

Section 5 - Procedures

(16) [OS-HELP Loan Procedure](#)

Section 6 - Guidelines

(17) Nil.

Section 7 - Supporting Documents and Information

(18) [Higher Education Support Act 2003 - OS-HELP Guidelines 2013](#)

(19) [Student Appeals Procedure](#)

Status and Details

Status	Historic
Effective Date	9th July 2019
Review Date	9th July 2022
Approval Authority	Vice-Chancellor
Approval Date	8th July 2019
Expiry Date	19th July 2022
Accountable Officer	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 99195077
Responsible Officer	Michelle Gillespie Chief Student Officer 9919 5106
Enquiries Contact	Michelle Gillespie Chief Student Officer 9919 5106

Glossary Terms and Definitions

"OS-HELP" - Financial Assistance to eligible CSP to undertake part of their course of study overseas. Not eligible for remission.

"Student Exchange" - Approved study with an Exchange Partner institution. Fees paid to VU.

"Study Abroad" - Approved study with an overseas institution. Fees paid to the host institution.

"Study Tour" - An academic-led program leading a group of students travelling overseas, usually for two to four weeks.

"EFTSL" - Equivalent full-time student load.

"CSP" - Commonwealth Supported Place.