

# 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 - HESF/ASQA/ESOS Alignment

(2) HESF: Standard 3.3 Learning Resources and Educational Support; 2.4 Student Grievances and Complaints.

## Section 3 - Scope

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

## Section 4 - Definitions

(4) Student Exchange

(5) Study Abroad

(6) Study Tour

(7) Short Program

(8) OS-HELP

(9) EFTSL

(10) CSP

## Section 5 - Policy Statement

(11) 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;
- d. Short programs.

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

## Part A - Eligibility for the OS-HELP Loan

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

(14) 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 Place;
- 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;

(15) Students are eligible for additional funds if studying in Asia, and if undertaking Asian language studies separate to their award course.

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

- a. Not receive credit for their Asian language studies (see Clause 14). 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

(17) Students who are not selected for a loan may seek a review of the decision by the Chief Student Officer.

## Section 6 - Procedures

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

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	20th July 2022
<b>Review Date</b>	20th July 2025
<b>Approval Authority</b>	Chief Student Officer
<b>Approval Date</b>	19th July 2022
<b>Expiry Date</b>	Not Applicable
<b>Accountable Officer</b>	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
<b>Responsible Officer</b>	Michelle Gillespie Chief Student Officer +61 3 9919 5106
<b>Enquiries Contact</b>	Steve Wright Director, Admissions, Enrolments, and Graduations +61 3 9919 4078

## 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.

**"Short Program"** - A short program (usually Summer/Winter) with fees paid to host institution.