

OS-Help Loan Procedure

Section 1 - Summary

(1) This Procedure defines the application, selection and disbursement of the OS-HELP loans as per the [Higher Education Support Act 2003 \(Cth\)](#) and Victoria University's internal processes.

Section 2 - Scope

(2) This Procedure applies to:

- a. Eligible full-time Commonwealth Supported (CSP) higher education students who study at an approved institution overseas.
- b. All staff engaged in the OS-HELP Loan process.

Section 3 - Definitions

(3) Student Exchange

(4) Study Abroad

(5) Study Tour

(6) OS-HELP

(7) EFTSL

(8) CSP

Section 4 - Policy

(9) [OS-HELP Loan Policy](#)

Section 5 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Victoria Abroad Staff	Assess and approve/reject OS-HELP Loan applications.
Finance	Process student payment and notifies the ATO.

Part B - Procedures

(10) Students are eligible to apply for OS-HELP when they have been accepted to study at an approved institution overseas via the following programs:

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

(11) Students must also be eligible as per the OS-HELP Loan Policy and the [Higher Education Support Act 2003 - OS-HELP Guidelines 2013](#).

Application

(12) Students apply to Victoria University directly for the OS-HELP loan via MyVU.

Selection Process

(13) Selection of loan recipients is based on two criteria:

- a. Eligibility as per the [Higher Education Support Act 2003 - OS-HELP Guidelines 2013](#);
- b. Approval by Victoria University to undertake an overseas study program.

(14) Victoria Abroad staff assess the OS-HELP Loan applications and approve those that meet the criteria.

Disbursement of Loan Fund

(15) When approved, the loan documentation is forwarded to Finance, who process the payment to the student via EFT within 7 working days and record the transaction.

(16) Finance then notifies the ATO, and VU issues the student with a Commonwealth Assessment Notice (CAN).

Appeals Process

(17) Students who are not selected for a loan may appeal the decision as per the [Student Appeals Procedure](#).

Section 6 - Guidelines

(18) Nil.

Section 7 - Supporting Documents and Information

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

(20) [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	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Michelle Gillespie Chief Student Officer 9919 5106
Enquiries Contact	Brenda Noone Manager, Student Lifecycle Operations and Reporting 99195064

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.