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 - 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 Procedure applies to:

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

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

(11) OS-HELP Loan Policy

Section 6 - Procedures

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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 notify the ATO.

Part B - Procedures

(12) 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;
d. Short programs.

(13) Students must also be eligible as per the OS-HELP Loan Policy and the Higher Education Support (OS-HELP) Guidelines 2023.

Application

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

Selection Process

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

a. Eligibility as per the Higher Education Support (OS-HELP) Guidelines 2023;
b. Approval by Victoria University to undertake an overseas study program.

(16) VU Global staff assess the OS-HELP Loan applications and approve those that meet the criteria.

Disbursement of Loan Fund

(17) 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.

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

Review Process

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

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Status and Details

Status	Current
Effective Date	20th July 2022
Review Date	20th July 2025
Approval Authority	Chief Student Officer
Approval Date	19th July 2022
Expiry Date	Not Applicable
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Darrel Caufield Chief Student Officer darrel.caulfield@vu.edu.au
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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.

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