

OS-HELP LOAN APPLICATION FORM 2019

All applicants must refer to the OS-HELP guidelines and procedures on the Study Assist website <http://studyassist.gov.au>

The Scholarships Office will send you the outcome of your application via your student email within 4 weeks. Curtin University may vary or cancel any decision it makes if the information given for the purpose of this application is incorrect or incomplete.

If your application is eligible, you will be required to:

- a) Submit an eCAF via your student OASIS using the instructions sent with your offer email/letter
- b) Set up your bank details through your student OASIS using the instructions sent with your offer email/letter

Payment will be made into your nominated bank account within approximately 4 weeks of your eCAF submission. OS-HELP Loans are provided by the Department of Education and are repaid through the Australian Taxation Office (ATO) as part of the HECS Scheme.

PERSONAL DETAILS

Student Number

Family Name _____ First Name _____

Phone Number _____ Date of Birth _____

Postal Address _____

LOAN TYPE

Please tick which loan you wish to apply for. You can borrow any amount up to the maximum value, unless your loan offer indicates another amount.

Study NOT in Asia <input type="checkbox"/> Non-Asia OS-HELP Loan Maximum amount of \$6,791	Study in Asia <input type="checkbox"/> Asia OS-HELP Loan Maximum amount of \$8,149	<input type="checkbox"/> Supplementary Asian Language Loan Maximum amount of \$1,085
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OVERSEAS PROGRAM DETAILS

Application cannot be made more than 6 months in advance of your overseas study commencement date

What type of study will you be undertaking overseas?

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Short Course | <input type="checkbox"/> Placement/Practicum | <input type="checkbox"/> Summer School |
| <input type="checkbox"/> Study Tour | <input type="checkbox"/> Internship | <input type="checkbox"/> Exchange |

Name of overseas institute _____

Country/countries _____ Date leaving Perth _____

Start date of overseas program _____ End date of overseas program _____

How will your overseas study contribute towards your current course at Curtin?

- ☐ I will be receiving credits towards my current course from the overseas study.
- ☐ I will be receiving log book hours or accreditation
- ☐ I will not be receiving credits or log book hours for my course, however the overseas study is endorsed by Curtin University
- ☐ None of the above ➤ *You are not eligible for the OS-HELP Loan*

IF YOU WISH TO APPLY FOR THE ASIA SUPPLEMENTARY LANGUAGE LOAN (FOR STUDY IN ASIA ONLY):

Name of language institute _____

Country of language institute _____ Language to be studied _____

Language institute start date _____ Language institute end date _____

OFFICE USE ONLY							
CITIZENSHIP (AUST/PHV)		CSP		CREDITS REMAINING (25)		FULL-TIME WHILST OS	
HEIMS		GOOD STANDING		CREDITS COMPLETE (200)		OS STUDY ELIGIBLE	
PROGRAM COORDINATOR:				MOB COORDINATOR APPROVAL FORM RECEIVED?			
Student is eligible for: Non-Asia OS-HELP (Y/N):				Asia OS-HELP (Y/N):		Language Supplement (Y/N):	

DOCUMENTATION REQUIREMENTS

All applicants

- ☐ Evidence of citizenship – copy of passport or birth certificate
- ☐ Completed Mobility Coordinator Approval Form (at the end of this application form), signed by the appropriate Curtin staff member who can confirm how your overseas study contributes to your course

And one of the below

- ☐ Copy of acceptance or enrolment letter from host institution with duration of exchange and name of overseas university
- ☐ Copy of study tour itinerary detailing study requirements and dates

If you are completing a language course

- ☐ Evidence of enrolment, commencement date and duration of language course

DECLARATION

I declare that (*please tick*):

- ☐ I meet the citizenship requirements (*please tick one of the two criteria below*)
 - ☐ I am an Australian Citizen or the holder of an Australian Permanent Humanitarian Visa *or*
 - ☐ I am a New Zealand Citizen who meets the residency criteria as stipulated on the Study Assist website
<https://www.studyassist.gov.au/help-loans/os-help-and-overseas-study>
- ☐ I have a minimum Course Weighted Average (CWA) of 50
- ☐ I am undertaking an Undergraduate or Post-graduate course in a Commonwealth supported place
- ☐ I have not received previous OS-HELP assistance for another program within the last 6 months
- ☐ I have completed 200 credits (or equivalent) towards my current course of study. (This may include credits for recognised learning (CRL))
- ☐ I will not have commenced my final 25 credits of study for my current course at Curtin before I complete my overseas study program
- ☐ I will be undertaking full-time study outside of Australia and this study will contribute towards my current course at Curtin
- ☐ I have a tax file number
- ☐ I understand that should I be successful in my application for the OS-HELP Loan, my offer is only valid for 30 days from the date of offer. If I do not respond to the offer my offer will lapse and I will be required to apply again.
- ☐ I consent to receiving the outcome of my application via my student email account

For more information visit: <http://studyassist.gov.au>

I acknowledge that I have read and understood the eligibility requirements for this loan(s), and declare that the information supplied on this form is complete, true and correct in every particular.

I am aware that the information provided on this form will be retained by Curtin University and handled in accordance with Curtin University's policy on the management and disclosure of personal details and information.

I am aware that it is at the discretion of Curtin University to determine an applicant's eligibility to receive the OS-HELP loan based on the information provided in the OS-HELP eligibility and application form and the applicant meeting the specified requirements of the OS-HELP loan.

Signature of applicant: _____ Date: _____

SUBMISSION

Email oshelp@curtin.edu.au	IN PERSON – BENTLEY CAMPUS <i>Scholarships Office</i> Building 101, Level 1 <i>Curtin Connect</i> Building 102	POST Curtin University OS-HELP Scholarships Office GPO BOX U1987 PERTH WA 6845
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MOBILITY COORDINATOR APPROVAL FORM OS-HELP LOAN 2019

This Mobility Coordinator Approval Form must be completed by both the student applicant and the member of staff assisting with the coordination of your placement and can verify how your overseas study will contribute towards your current Curtin course. *For example the Curtin Abroad and Student Exchange Office (Student exchange), Faculty Study Tour Coordinator, Go Global Support Officer, Student Experience and Mobility Coordinator.*

Submit this form with your OS-HELP Loan Application

Students may apply to receive up to the maximum loan amount of \$6,791 to non-Asian destinations, \$8,149 for Asian destinations, plus an additional \$1,085 if students complete an Asian language study component.

SECTION A - STUDENT TO COMPLETE

Student Number

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Student Family Name _____ Student First Name _____

Name of overseas placement (if applicable) _____

Placement type

- | | | |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Short Course | <input type="checkbox"/> Placement | <input type="checkbox"/> Summer School |
| <input type="checkbox"/> Study Tour | <input type="checkbox"/> Internship | <input type="checkbox"/> Exchange |

Name of overseas institute _____

Country/countries of overseas institute _____

Commencement date of overseas study _____ End date of overseas study _____

SECTION B - CURTIN REPRESENTATIVE TO COMPLETE

Staff Name _____

Position _____ Faculty/Area _____

How will the student's overseas study contribute towards their current course at Curtin?

- ☐ _____ credits towards Curtin course
- ☐ Log book hours or accreditation
- ☐ No credits nor log book hours but the overseas study is endorsed by Curtin University
- ☐ None of the above

Will the student be studying full-time whilst overseas?

- ☐ Yes
- ☐ No

Curtin has the right to limit the maximum value students may borrow for a particular placement (see top of page for maximum values). Does this placement have a maximum loan limit?

- ☐ Yes. Maximum students on this placement may borrow is _____
- ☐ No

- I declare that the information supplied on this form by both myself and the student applicant is complete, true and correct in every particular.*
- I am aware that the information provided on this form will be retained by Curtin University and handled in accordance with Curtin University's policy on the management and disclosure of personal details and information.*
- I am aware that it is at the discretion of Curtin University to determine an applicant's eligibility to receive the OS-HELP loan based on the information provided in the OS-HELP eligibility and application form and the applicant meeting the specified requirements of the OS-HELP loan.*

Signature of Curtin representative: _____ Date: _____

Please sign this form by hand and return to the applicant.

Applicant is required to return this form to the Scholarships Office with their application.