

LA TROBE UNIVERSITY

**REGULATION 26.1
STUDENTS' LOAN FUND**

R26.1

DEFINITIONS

1. In this regulation unless inconsistent with the context or subject matter -
 - “Assistant Financial Aid Officer” means the Assistant Financial Aid Officer appointed by the Council.
 - (a-1) “Chair” means the chairperson of the Standing Committee or, where the context indicates, the chairperson of the Students Loan Fund Application Committee
 - (a-3) “College” means one of the three La Trobe University residential colleges, namely Glenn College, Menzies College and Chisholm College, which form part of the University’s Division of Residential Services.
 - “due date” means the date for repayment of a loan as specified under this regulation.
 - “Financial Aid Officer” means the Financial Aid Officer appointed by the Council.
 - “Fund” means Student Loan Fund
 - “Grant” means a sum of money which is not required to be repaid and which is made available to a student in accordance with the policies and procedures approved by the Standing Committee from time to time
 - “Loan” means a sum of money which is to be repaid to the Fund within a time prescribed by the Standing Committee and which is made available to a student in accordance with the policies and procedures approved by the Standing Committee from time to time.
 - (a-1) “Manager, Campus Admin Services (Bendigo)” means the person designated by Council as the Manager Campus Admin Services of the Bendigo Campus.
 - (a-1) “Manager, Financial Services (Bendigo)” means the person designated by Council as the Manager Financial Services of the Bendigo Campus.
 - “Pro Vice-Chancellor (Albury/Wodonga)” means the person designated by Council as Pro Vice-Chancellor (Albury/Wodonga).
 - (a-1) “Pro Vice-Chancellor (Bendigo)” means the person designated by Council as Pro Vice-Chancellor (Bendigo) of the Bendigo Campus.

“Resources Officer (Albury/Wodonga campus)” means the person so designated by Council.

“Standing Committee” means the Student Loan Fund Standing Committee as constituted under this Regulation.

“Student” means an enrolled student as defined in the La Trobe University Act 1964.

“Student Loan Fund” or “Fund” means the La Trobe University Students Loan Fund established under the provisions of Section 34 of the La Trobe University Act 1964 and Statute 26 Students Loan Fund

“Student Loan Fund Application Committee” means a committee or committees of that name established under this regulation.

“Student Services Officer (Albury/Wodonga)” means the person so designated by Council.

THE STUDENTS LOAN FUND COMMITTEES

THE STANDING COMMITTEE

2. (1) The Standing Committee shall administer the Fund and other monies made available by the Council for loans or grants to students and shall consist of:
 - (a) The Vice-Chancellor *ex officio* or a nominee of the Vice-Chancellor;
 - (a-2)(a-4) (b) The Chief Financial Officer *ex officio* or a nominee of the Chief Financial Officer;
 - (c) one student member nominated by the collective Student Loan Fund Applications Committees;
 - (d) a member of each Student Loan Fund Application Committee established under this regulation and selected by that Committee; and
 - (e) The Financial Aid Officer *ex officio* who shall be the Secretary of the Committee.
- (2) The term of office of the members who are not *ex officio* members shall be two years and members shall be eligible for re-appointment.
- (3) The Standing Committee shall meet at least once in any four month period in any year.
- (4) A quorum for a meeting of the Standing Committee shall be three members and no business shall be transacted unless a quorum is present. The Chair shall have both a deliberative and a casting vote.

- (5) The Standing Committee may regulate its own procedures at any meeting.

THE STUDENT LOAN FUND APPLICATION COMMITTEES

METROPOLITAN CAMPUSES

3. (1) There shall be a Student Loan Fund Application Committee for the Metropolitan campuses which shall have the responsibilities and powers prescribed in this regulation and which shall consist of:
- (a-2) (a) the Vice-Principal (Resources and Administration) or a nominee of the Vice-Principal (Resources and Administration);
- (a-2)(a-4) (b) the Chief Financial Officer or a nominee of the Chief Financial Officer
- (c) three members of the academic staff nominated by the Academic Board;
- (d) one student representative nominated by such student organisations as are specified by the Standing Committee from time to time.
- (e) three members nominated by such student organisations as are specified by the Standing Committee from time to time.
- (2) The term of office of the members who are not *ex officio* members shall be two years and members shall be eligible for re-appointment.
- (3) The Student Loan Fund Application Committee shall meet at least once in any three month period in any year.
- (4) A quorum for any meeting of the Student Loan Fund Application Committee shall be four members and no business shall be transacted unless a quorum is present.
- (5) The Chair shall be elected in accordance with these regulations and shall have both a deliberative and a casting vote at any meeting.
- (6) The Student Loan Fund Application Committee may regulate its own procedure at any meeting and shall at its first meeting each year appoint a Secretary for that year.
- (7) Where no Student Loan Fund Application Committee exists at a campus the Student Loan Fund Application Committee for the Metropolitan campuses shall be responsible for all loans and grants to students undertaking studies at that campuses.

ALBURY-WODONGA CAMPUS

4. (1) There shall be a Student Loan Fund Application Committee for the Albury

Wodonga campus which shall have the responsibilities and powers prescribed in this regulation and which shall consist of:

- (a) one member of the academic staff nominated by the Pro Vice-Chancellor, (Albury/Wodonga).
 - (b) two members appointed by the Resources Officer (Albury/Wodonga campus).
 - (c) a student member nominated by the President for the time being of a student association representing students at the Albury/Wodonga campus
 - (d) Two members recommended by the Committee and appointed by the Pro Vice-Chancellor (Albury/Wodonga).
 - (e) the Student Services Officer (Albury/Wodonga) who shall be Secretary.
- (2) The term of office of members of the committee who are not ex officio members shall be two years and members shall be eligible for re-appointment.
 - (3) The Student Loan Fund Application Committee shall meet at least three times in any year.
 - (4) A quorum for any meeting of the Student Loan Fund Application Committee shall be one third of the members present and no business shall be transacted unless a quorum is present.
 - (5) The chair shall be elected in accordance with this regulation and shall have both a deliberative and a casting vote at any meeting.
 - (6) The Student Loan Fund Application Committee may regulate its own procedure at any meeting.
 - (7) The Student Loan Fund Application Committee (Albury Wodonga campus) shall be responsible for all loans and grants to students undertaking studies at the Albury Wodonga campus.

BENDIGO CAMPUS

- 5. (1) There shall be a Student Loan Fund Application Committee for the Bendigo campus which shall have the responsibilities and powers prescribed in this regulation and which shall consist of:
 - (a-1) (a) one member of the academic staff of at least the level of Lecturer nominated by the Pro Vice-Chancellor (Bendigo);
 - (a-1) (b) the Manager, Campus Admin Services (Bendigo) or a nominee of the Manager, Campus Admin Services (Bendigo);

- (a-1) (c) the Manager, Financial Services (Bendigo);
- (a-1) (d) two persons nominated by the committee and appointed by the Pro Vice-Chancellor (Bendigo).
- (e) a student member nominated by the President for the time being of a student association representing students at the Bendigo campus.
- (2) The term of office of the members who are not ex officio members shall be two years and members shall be eligible for re-appointment.
- (3) The Student Loan Fund Application Committee shall meet at least once in any three month period in any year.
- (4) A quorum for any meeting of the Student Loan Fund Application Committee shall be one third of the members present and no business shall be transacted unless a quorum is present.
- (5) The chair shall be elected in accordance with this regulation and shall have both a deliberative and a casting vote at any meeting.
- (6) The Student Loan Fund Application Committee may regulate its own procedure at any meeting and shall at its first meeting in each year appoint a Secretary for that year.
- (7) The Student Loan Fund Committee (Bendigo campus) shall be responsible for all loans and grants to students undertaking studies at the Bendigo campus.

CASUAL VACANCIES

- 6. Where a casual vacancy occurs through the resignation of a member or otherwise, an appointment to replace that member shall be made in the same way as the member so replaced was appointed and the member so appointed shall hold office for the residue of the term of office of the member being replaced.

ELECTION OF CHAIR

- 7. (1) The Standing Committee and a Student Loan Fund Application Committee shall each elect a Chair who shall serve for a period of one year and who shall be eligible for re-election
- (2) If an elected chair is absent from a meeting, the Committee shall elect a chair for that meeting.

RECORD OF PROCEEDINGS AND ANNUAL REPORT

- 8. (1) A record of the minutes of the meetings of the Standing Committee and of a

Student Loan Fund Application Committee shall be kept by the Secretary to that Committee but copies of the minutes shall be distributed only to such persons as shall be determined by the Standing Committee;

- (2) The proceedings of the Standing Committee and of any Student Loan Fund Application Committee shall remain confidential except that a Student Loan Fund Application Committee shall make a report on its current activities to each meeting of the Standing Committee
- (3) (a) The Standing Committee shall submit an Annual Report on or before 30 June in any year including a report on the activities of the Student Loan Fund Applications Committee for that year to such committees or bodies as Council shall direct from time to time;
- (a-2) (b) The Standing Committee shall submit to the Vice-Principal (Resources and Administration) no later than the last date of February in each year a statement of accounts to 31 December in the preceding year for presentation to the Council and the Auditor General.

APPLICATIONS FOR LOANS OR GRANTS

- 9. (1) Applications from students for loans or grants shall be made in writing to a Student Loan Fund Application Committee and that Committee will evaluate any such application in accordance with the policy and conditions established by the Standing Committee from time to time.
- (2) A Student Loan Fund Application Committee may direct that a loan or a grant be made to a student applicant for an amount not greater than the maximum amount prescribed by the Standing Committee for the category of loan or grant to which the application relates and shall advise the Standing Committee of that direction.

CONSUMER CREDIT CODE TO PREVAIL WHERE INCONSISTENCY

- 10. (1) Any policy and condition established under this regulation and any category of loan or interest created shall be consistent with the provisions of the Consumer Credit Code (the Code) as enacted in the Consumer Credit (Victoria) Act 1995 and any amendments made to the Code from time to time
- (2) Where any provision in this regulation is inconsistent with any provision in the Code, the provision in the Code shall prevail.

APPROVALS BETWEEN MEETINGS

- 11. (1) A Student Loan Fund Application Committee may authorise a member or members of that Committee to approve or reject a students application in accordance with policies established by the Standing Committee from time to time.

- (2) Any action taken under sub-section (1) shall be reported to that Student Loan Fund Application Committee at its next meeting and any application rejected or not considered shall be presented to that meeting for consideration.

CATEGORIES OF LOANS AND INTEREST

12. (1) The Standing Committee shall determine what types of loans shall be available for students.
- (2) Loans to students shall be made in accordance with the policy and conditions approved by the Standing Committee.
- (3) Grants instead of loans may be made to students in accordance with policy approved by the Standing Committee.
- (4) Before the beginning of each academic year the Committee, after considering what funds are available, shall, subject to the provisions of the La Trobe University Act 1964 and of this regulation prescribe the amounts to be set aside for each type of loan for that year.
13. At the discretion of the Student Loan Fund Application Committee and subject to this regulation interest may be charged on loans in accordance with the policy and procedures approved by the Standing Committee from time to time.

REPAYMENT PROCEDURE

14. (1) All loans shall have a due date which will be set at the time of approval of such loan by the Student Loan Fund Application Committee or under regulation 11.
- (2) Loan repayments shall be made in accordance with the policy and procedures as approved by the Standing Committee.
- (3) Students who have not repaid the loan in full by the due date shall within one month from the due date submit a revised repayment proposal in writing for approval by the Student Loan Fund Application Committee.

RECOVERY OF OUTSTANDING LOANS

15. Subject to this regulation and in particular section 10, upon advice from the Student Loan Fund Application Committee, the University may institute proceedings for recovery of any amount outstanding, including interest, should a borrower:
- (a) fail by the due date to repay any amount owing under the conditions of any loan;
- (b) fail to have a revised repayment proposal of the loan approved by that Committee; or

- (c) fail to observe any other condition applying to any such loan.

FAILURE TO PAY BY DUE DATE

16. Borrowers who have failed by the due date to repay or to make arrangements in accordance with the conditions of their loans have a financial obligation to the University and shall not be permitted to re-enrol, obtain a transcript of their academic record or graduate or undertake other activities which require the discharge of financial obligations without the approval of the Standing Committee.

Approved by Council – 1 December 1997

Promulgated this 3 day of March 1998 by direction of the University Secretary

Amendment No. 1 - Approved by Council Executive Committee – 17 March 2005

Promulgated this 22 day of March 2005 by direction of the University Secretary

Amendment No. 2 approved by Council – 3 July 2006

Promulgated this 4 day of July 2006 by direction of the Vice-Principal (Resources and Administration)

Amendment No. 3 approved by Council – 11 December 2006

Promulgated this 14 day of December 2006 by direction of the Vice-Principal (Resources and Administration)

Amendment No. 4 approved by Council – 4 June 2007

Promulgated this 5 day of June 2007 by direction of the Vice-Principal (Resources and Administration)