



DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
FINANCE	2	
STUDENT FINANCIAL POLICIES	5	
NUMBER	001	
		Policy Database Document Reference Number 525001P

OS-HELP LOANS POLICY

Purpose/ objectives	The Commonwealth Government gives a number of OS-HELP loans to the University annually to help eligible undergraduate students undertake part of their study overseas in formal exchange programs. This Policy and associated Procedure explain the criteria and processes that the University will use to allocate the loan funds.
Scope/ Application	All campuses All undergraduate Award Courses All undergraduate students who meet the eligibility criteria set out in the OS-HELP Loans Fund Procedure
Policy Statement	The total funds provided by the Commonwealth Government each calendar year for OS-HELP Loans will be distributed initially across the University's faculties and campuses using a prescribed EFTSL formula published in the OS-HELP Loans Guidelines. This formula will be reviewed annually on 31 March for the coming year. OS-HELP money can be used for any of the expenses incurred when studying overseas, such as airfares, accommodation and settling expenses. Closing dates for OS-HELP Loan applications will be set each year for the upcoming year by 31 March. The dates will be published in the <i>Handbook</i> and on the OS-HELP Loans website. OS-HELP loans will be allocated to eligible students by an OS-HELP Loan Selection Committee (OHLSC) as detailed in the OS-Help Loans Fund Procedure.
Supporting Procedures	OS-HELP Loans Fund Procedure
Responsibility for implementation	Fees and HECS Office, Academic Services Division
Responsibility for monitoring implementation and compliance	Director, Academic Services
Status	Reformatted. Previous version approved by Academic Services Division 06/2007. The implementation of the latest version of this policy supersedes all previous versions of this policy.

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Key stakeholders	<p>Students Faculties Student Financial Services Office Equality and Diversity Centre Department of Education, Employment and Workplace Relations Australian Taxation Office</p>
Approval Body	<p>Director, Academic Services Noted by Senior Management Committee, 24 July 2008, Minute 3.5</p>
Initiating Body or person(s)	<p>Student Financial Services</p>
Definitions	<p>Award Course: A course leading to an award of the University, such as a Bachelor degree or a graduate diploma.</p> <p>EFTSL: Equivalent Full-time Study Load. For example, in most courses La Trobe University considers 120 credit points to be equivalent to a full-time study load in an academic year.</p>
Related legislation	<p><i>Higher Education Support Act 2003 as amended</i></p>
Related Policy and other documents	<p>Students' Loan Fund Policy</p>
Date Effective	<p>June 2007.</p>
Next Review Date	<p>30 July 2011</p>
Keywords	<p>exchange program, OS-HELP, loan</p>
Owner/Sponsor	<p>Director, Academic Services</p>
Author	<p>Senior Fees and HECS Officer</p>
Contact person	<p>Student Financial Aid Co-ordinator: finaid@latrobe.edu.au</p>