
Version	8.2
Short description	A policy on the administration and allocation of OS-HELP loans at Avondale
Relevant to	Students who meet the eligibility criteria for an OS-HELP loan
Authority	Academic Board
Policy owner	Director, Student Administration Services
Responsible office	Student Administration Services
Date approved	23 February 2021
Date effective	23 February 2021
Review due	April, 2021
Related Avondale documents	
Related legislation	Higher Education Support Act 2003
Key words	Policy, OS-HELP, Overseas help loan

1. PURPOSE

- 1.1. This sets out Avondale University's (Avondale) policy on the administration and allocation of OS-HELP to eligible recipients.
- 1.2. The objectives of the policy are to:
 - Ensure OS-HELP places are allocated in compliance with the Higher Education Support Act 2003.
 - Allocate OS-HELP places with equity and transparency.

2. SCOPE

- 2.1. This policy applies to Commonwealth supported students enrolled at Avondale who are Australian citizens, permanent humanitarian visa holders or New Zealand special category visa holders who meets the long-term residency requirements
- 2.2. This policy does not apply to students who are not enrolled as Commonwealth supported.

3. REFERENCES

- 3.1. This policy should be read in conjunction with the:
 - Higher Education Support Act 2003
 - Higher Education Administrative Information for Providers - 2015
 - StudyAssist website - <https://www.studyassist.gov.au/help-loans>

4. DEFINITIONS

- 4.1. **OS-HELP** loans are funded by the Commonwealth government and administered by the Australian higher education provider with whom the student is enrolled. They are intended to assist an eligible student enrolled in a course with an Australian higher education provider to study components of that course overseas. See:
<https://www.studyassist.gov.au/help-loans>

5. RESPONSIBILITIES

Students

- 5.1. Check their eligibility for an OS-HELP place on the government StudyAssist website - see <https://www.studyassist.gov.au/help-loans>
- 5.2. Submit their completed application for an OS-HELP place to Student Administration Services, on the Avondale [OS-HELP Application Form](#)
- 5.3. Submit their application by no later than the relevant closing date:
 - a) For first semester loans: January 31 of the year of the loan
 - b) For second semester loans: June 30 of the year of the loan
 - c) For a second six-month period of study which is a continuation of a six-month period for which the student has already received

The Director, Student Administration Services

- 5.4. Considering applications for OS-HELP places and ensuring that they comply with government legislation.
- 5.5. Determining which applicants will be granted OS-HELP places. Applicants are to be selected for assistance in order of academic merit based on each applicant's weighted average mark in all units of study which at the time of selection have been completed at Avondale in the course to which the OS-HELP application relates.
- 5.6. Notifying applicants of the outcome of the selection process and the assistance to which they are entitled, in writing, within one calendar month of the application closing date. A student applying for OS-HELP assistance for a second six-month period continuous with a six-month period for which the student has already received OS-HELP assistance, will be notified of the result of their application at a date which is not more than six weeks before the commencement of the second six-month period.
- 5.7. Maintaining records on students who received an OS-HELP loan and the amount of OS-HELP that each student received.
- 5.8. Recommend to Avondale's Chief Operations Officer in September of each year, the number of OS-HELP loans to request from the Department of Education, Skills, and Employment for the next year.
- 5.9. Determines the amount of OS-HELP paid to each selected student, noting the amount:
 - must not exceed the maximum OS-HELP loan amount for a single OS-HELP loan;
 - not be different to the amount indicated on the student's completed and signed OS-HELP debt confirmation form.

The Student Finance Officer

- 5.10. Ensures that students who are selected to receive an OS-HELP loan complete an OS-HELP Debt Confirmation Form before an OS-HELP payment to the student.
- 5.11. Issues a Commonwealth Assistance Notice no later than 28 days after the date on which the OS-HELP debt was incurred.

6. CONDITIONS OF AN OS-HELP LOAN

- 6.1. Students must have completed one equivalent full-time student load (EFTSL) of their course before they will be eligible for an OS-HELP loan - which is usually one year of full-time study.
- 6.2. OS-HELP cannot be used for units where only a section of the unit includes an overseas component.
- 6.3. Students incur their OS-HELP debt, the sum of their OS-HELP loan, on the day the provider makes the OS-HELP payment to the student.
- 6.4. Students who receive an OS-HELP loan must undertake full-time study overseas and the study must count towards the course requirements for the Australian course of study in which they are enrolled.
- 6.5. Students allocated an OS-HELP loan must have at least 0.125 EFTSL (usually one unit of study) of their course of study left to complete once they have completed their overseas study.
- 6.6. An OS-HELP debt cannot be remitted under any circumstances.

7. REVIEW OF THE DIRECTOR, STUDENT ADMINISTRATION SERVICE'S DECISION

- 7.1. Where a person is not satisfied with a decision made by Avondale with respect to an OS-HELP loan, the person may apply in writing to the Provost for a review of the decision, stating the reasons why a review is requested. The time limit for applying for a review of a decision is 21 days from the person receiving notice of the decision.
- 7.2. Avondale has appointed the Provost as the Review Officer to consider such appeals. The Provost occupies a position senior to the Director, Student Administration Services.
- 7.3. The Provost must acknowledge in writing receipt of an application for review of the Director, Student Administration Services decision within 10 days of receiving the application for review. Within 20 working days of receiving the review application the Provost must notify the applicant of the Review Officer's decision and the reasons for making it.

8. APPENDICES or RELATED DOCUMENTS

- Avondale OS-HELP Application Form

Table of amendments

Version Number	8.2	Replaces Version	8.1
Implementation Date	23 February 2021	Scheduled Review Date	April 2021
Approving Body	Academic Board	Approval Date	23 February 2021
Policy Owner	Director, Student Administration Services	Date first introduced	2006
Short description of amendment	<i>April 2023: updated branding, nomenclature and position titles, as relevant.</i> V8.1 Updated logo, position titles, government department titles, links to external websites		