

# OS-HELP LOAN APPLICATION FORM



OS-HELP provides financial assistance in the form of a loan to eligible students undertaking part of their study\* overseas.  
OS-HELP may be used to cover expenses associated with the overseas study\*, such as airfare, accommodation and other travel expenses.

*\*Study includes course enrolments, study tours, placements and internships.*

## IMPORTANT INFORMATION

To be considered for an OS-HELP loan at CQUniversity a student must meet all the eligibility requirements.

Please read the following information before submitting your application:

- CQUniversity's OS-HELP Policy and Procedure: <http://policy.cqu.edu.au/Policy/> (type OS-HELP in the Search Policies box).
- Details about OS-HELP: <https://www.cqu.edu.au/student-life/student-finances/fees-and-charges/degree-level-students/os-help>.
- Australian Government's advice on OS-HELP: <https://www.studyassist.gov.au>.

## ELIGIBILITY CHECKLIST

To be considered for an OS-HELP loan at CQUniversity you must meet all of the below criteria:

I am an Australian citizen **OR** the holder of a Permanent Humanitarian visa **OR** a New Zealand Special Category visa holder who meets the long-term residency requirements

I have not received an OS-HELP loan on more than one other occasion from CQUniversity or another Provider

I am Commonwealth supported in my current course

I have completed 1 EFTSL (e.g. 8 x 6 credit point units) towards my CQUniversity course as a Commonwealth supported student

I will have a minimum of 0.125 EFTSL (e.g. 1 x 6 credit point unit) left to complete in my course on my return to Australia

I will be studying full-time while overseas

My overseas study or placement will be credited to my CQUniversity course

I have not completed or discontinued the overseas study before applying for an OS-HELP loan

I have read and understood CQUniversity's OS-HELP Policy and Procedure before submitting this application form

## STUDENT DETAILS

Student Number

Name

Mailing Address

Town/City

Postcode

Email

Phone (day)

Mobile

## ACADEMIC DETAILS

Name of Current Course

Number of units completed in current course

Number of units remaining to complete in current course

Number of terms/weeks for overseas study

Equivalent CQUniversity term

Term 1

Term 2

Term 3

## LOAN DETAILS

Anticipated date of departure from Australia

Amount requested for this loan period

Date study commences overseas

Date study concludes overseas

Country\* in which study will be undertaken

Overseas institution/agency

\* If the country in which you will be undertaking the overseas study is listed in the section below, please indicate if you are also applying for a supplementary loan amount to undertake Asian language study in preparation for your overseas study.

## ASIAN LANGUAGE STUDY LOAN (if applicable)

Are you applying for the supplementary amount for Asian language study and have you provided supporting documents? Yes No

Date Asian language study commences

Amount requested for supplementary loan amount

*For the purpose of OS-HELP, a student is considered to be undertaking overseas study in Asia if the study is undertaken in one of the following countries: Bangladesh, Bhutan, Brunei, Cambodia, China, Democratic People's Republic of Korea (North Korea), Hong Kong, India, Indonesia, Japan, Laos, Macau, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Republic of Korea (South Korea), Singapore, Sri Lanka, Taiwan, Thailand, Timor-Leste and Vietnam.*

## REQUIREMENT TO PROVIDE INFORMATION TO THE COMMONWEALTH

The personal information contained in this form is collected for the purpose of determining your entitlement to an OS-HELP loan. If you provide false or misleading information in applications for OS-HELP, the University may be required to disclose information contained in this form to the Commonwealth. Higher education providers may also be required to disclose your personal information as otherwise authorised or required by law.

## STUDENT DECLARATION

I declare:

- All information given above and in any supporting documents is true and correct; AND
- I have not applied for an OS-HELP loan at a higher education provider other than CQUniversity for all or part of the study period/s stated above; AND
- I have not applied for and received an OS-HELP loan more than once previously; AND
- I have not already completed or withdrawn from this study; AND
- I understand the loan allocation process is competitive and not all eligible applicants will necessarily be allocated a loan; AND
- I will advise the University immediately if I become aware of any matter which may affect my eligibility for the loan.

Name (please print)

Signature

Date

## STUDENT CHECKLIST: Application and supporting documents

- OS-HELP loan application completed, signed and dated
- Confirmation from your Unit Coordinator or Lecturer or Head of Course and/or overseas institution of your acceptance into the overseas study
- Confirmation overseas study, upon its successful completion, will be credited to your CQUniversity course
- Confirmation of the unit/s you will be receiving credit towards for your overseas study
- Confirmation of the start and end dates of your overseas study period (not the travel dates)
- Confirmation you will be undertaking study full time while overseas, including the number of hours
- Details of the weighting or load value of the overseas study
- Details of the proposed Asian language study (only if applying for a supplementary loan for preparatory language study)

## LODGMET AND ENQUIRIES

Please ensure you submit all the required supporting documentation as part of your application for an OS-HELP loan. If any of the required documentation is not provided consideration of your application will be delayed.

**Phone:** 13CQUni (13 27 86)

**Email:** [sgc@cqu.edu.au](mailto:sgc@cqu.edu.au)

**In person:** Campus Reception at your local campus

**Mail:**

CQUniversity  
Student Governance Centre  
Building 2, Bruce Highway  
Rockhampton QLD 4702

### Office Use Only

Case #

Received:

**Staff to note:** Original application and all supporting documentation to be kept in OS-HELP file in the Student Governance Centre - do not archive with other documents. Copy should also be retained in student file.

**IMPORTANT PRIVACY INFORMATION:** Personal information is collected, used and stored by CQUniversity to facilitate your studies and related activities. Commonwealth and state departments require certain information about student details and activities to be reported or disclosed by the University. Any other provision of your information will only be as authorised by you or required by law and in accordance with the Information Privacy Act 2009 Qld and the University's Information Privacy Policy and Procedure.