

# SPECIAL ASSISTANCE FOR STUDENTS

## STUDENT LOAN SCHEME APPLICATION FORM



This paperclip appears in sections where additional documentation must be attached to the application

### APPLICANT DETAILS

CQUniversity student number

Family name

Given name/s

Postal address

Town/City

State

Postcode

Home address

State

Postcode

Telephone number (Day)

(Afterhours)

Mobile

Email address

Drivers licence number

Licence expiry date

Date of birth

Is the applicant 18+ years old?

Yes

No

Are you an Australian citizen?

Yes

No

If no, are you a permanent resident?

Yes

No

Is this your first term of study

Yes

No

Do you have a partner

Yes

No

Do you have dependent/s? How many?

### COURSE DETAILS

Course

Year of study

Study load

Full-time

Part-time

Mode of study

Internal

Distance education

### LOAN DETAILS

What is the purpose of the loan?

How will the approval of this loan assist with your academic progress?

Please include any additional information regarding your current financial situation that will support your application

Loan amount requested \$

## LOAN HISTORY

Have you been granted a CQUniversity student loan previously?

Yes  No

Did you repay on time?

Yes  No

If yes, please provide details      Amount \$

Due date

If not, was the debt referred to debt collectors?

Yes  No

## PERSONAL LIABILITIES

Give details of any current debts or loans, other than a CQUniversity student loan (*eg credit card*)

Item	Total amount owing	Repayment amount (per week)
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## WEEKLY INCOME AND EXPENSES

Be realistic when completing this section. Remember to include costs of textbooks, study expenses, student fees, personal and leisure expenses

Income	Self	Partner	Documentation required
Centrelink payments	\$	\$	Centrelink income statement and three months of recent bank statements
Employment income	\$	\$	Three most recent payslips and three months of ALL bank statements including Savings, Cheque, Business accounts etc
Other	\$	\$	Relevant supporting documentation
<b>Total</b>	<b>\$</b>	<b>\$</b>	

### Weekly Expenditure

### Amount

### Office Use Only

Rent/rates	\$	\$
Food	\$	\$
Electricity	\$	\$
Telephone	\$	\$
Gas	\$	\$
Transport (bus, fuel)	\$	\$
Education	\$	\$
Personal liability repayments	\$	\$
Other	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

### Office Use Only

### Notes

<b>Income</b>	<b>\$</b>	<b>\$</b>
<b>Expenses</b>	<b>\$</b>	<b>\$</b>
<b>Surplus</b>	<b>\$</b>	<b>\$</b>

## REFEREE

In the case of loans the applicant must nominate a referee who is a relative or a person with whom you will continue to have contact on a long term basis. The person must reside at a different address to you. Overseas addresses can be used if no other person resides in Australia. Post office box numbers or business addresses are not acceptable.

Please provide identification of your referee 

Full name

Home address

State

Postcode

Telephone number (day)

(after hours)

Mobile

Relationship to applicant (*eg mother*)

Signature

## GUARANTOR

CQUniversity requires an applicant to have a guarantor where the applicant is under 18 years old. Guarantors cannot be students from any tertiary institutions, spouse, partner or housemate, referee or CQUniversity staff member. A guarantor must be over 21, Australian citizen or Australian permanent resident and financially secure.

### Terms

The guarantor acknowledges that:

- CQUniversity need not demand the performance of any of the obligations of the borrower prior to demanding performance of those obligations by the guarantor
- they are liable for the repayment for the loan amount and any further administration fees charged by CQUniversity, and
- they are liable under this guarantee.

Full name

Home address

State

Postcode

Telephone number (day)

(after hours)

Mobile

Signature of guarantor

Taken and declared before me at

this

day of

Justice of the Peace/Commissioner for Declarations

## CHECKLIST

Please complete the banking details information below. These details will be used for processing your student loan payment if you are a successful applicant.

Name of bank

Branch

Name in which account is held

BSB

Account number

CQUniversity student email address

Your application is unable to be processed without the below supporting documentation


**Identification** (*please provide one of the following*) 

Drivers licence

18+ card

Credit card/debit card

Passport

**Proof of Income** (self and partner – if applicable) 

- Three months of recent bank statements for all bank accounts – including Savings, Cheque, Business Accounts etc
- A Centrelink Income Statement if applicable (note: this is not a payment summary, visit [www.cqu.edu.au/scholarships](http://www.cqu.edu.au/scholarships) for details on how to obtain an Income Statement. This statement must be the most recent statement)
- Three most recent pay slips or recent bank statements, if applicable
- Child support or other income statements

**Supporting Documentation for Purpose of Loan** 

- Relevant invoices or quotes. If applying for a musical instrument, a supporting letter from the course administrator or lecturer verifying that musical instruments are an essential component of your course
- Guarantor section of the application completed for applicants less than 18 years of age

## DECLARATION

By submitting this application, I acknowledge and agree to the following:

- All information, including personal liabilities and weekly expenses provided in this application, are true and correct. I understand that false and misleading information may result in forfeiture of rights and privileges associated with access to student loans and may lead to debt recovery practices being implemented.
- The loan, upon approval will be spent in good faith and in accordance with my statement of financial need.
- I agree to the guidelines and conditions of the Student Loans Assistance Scheme as set out in the [Special Assistance for Students – Student Loan Scheme Policy and Procedure](#).
- I agree to repay the loan in full by the due date, and will attempt to make fortnightly or monthly payments to ensure the loan is cleared by that date
- The period of the loan will be determined by the Student Participation and Wellbeing Centre in conjunction with the Financial Services Directorate and will not normally extend beyond:
  - Three months from the date of withdrawal or preclusion from an approved course at CQUniversity, or
  - Three months from completion of the approved course at CQUniversity
- I will notify the Student Participation and Wellbeing Centre in writing within seven days of any change in my enrolment, including changing my course or withdrawing from my course. I understand that this may lead to a review of the terms and conditions of this agreement.
- I will update MyCQU portal with any changes to my contact details. I understand that if I have any difficulty updating my details online, I will contact the Student Advice Centre on 13 27 86.
- I will use the proceeds of the loan for the precise purpose/s stated in the application and understand that if I supply any incorrect information or breach the terms and conditions of this agreement the whole amount owing will immediately become due and payable to CQUniversity
- I understand that if the debt is not finalised by the due date, my grades will be withheld and various Negative Service Impacts will be enforced – in accordance with [Collections Policy and Procedure \(FMPM\)](#). Should I require an extension to the due date of my student loan, I must contact the Student Participation and Wellbeing Centre as soon as possible to discuss. NOTE: Extensions will only be granted in extenuating circumstances.

Signature of applicant

Date

Signature of witness

Date

**Witness details**

Full name

Home address

State

Postcode

Telephone number (day)

(after hours)

Mobile

**Please return application form to [scholarships@cqu.edu.au](mailto:scholarships@cqu.edu.au)**

