



# Student Loan Policy

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## OVERVIEW

The University's Student Loan Fund provides financial support to Students whose academic progress is or may be impeded due to a lack of financial resources. The fund is self-sustaining and relies on consistent control and recovery of loans.

## SCOPE AND APPLICATION

The policy applies to onshore University of Adelaide Students, who are enrolled in Academic Award Programs, both Undergraduate and Postgraduate, and meet the eligibility criteria set out in the policy. It includes Students enrolled in wholly online Programs who are residing in Australia.

Implementation of this Policy will be carried out in accordance with the University's [Code of Conduct](#) and the [Academic Board Statement on Undue Influence](#). Any attempts to improperly exert pressure or influence actions or decisions made pursuant to this Policy must be reported in accordance with the [Fraud and Corruption Control Policy](#).

## POLICY PRINCIPLES

### 1. Financial obligations

- a) A Student is responsible for their financial obligations within this policy.

### 2. Eligibility for a Loan

- b) A Student will be eligible for a loan from the Fund if:
  - i. they are enrolled in an Academic Award Program at the University;
  - ii. they are 18 years of age or over at the date of application;
  - iii. their academic progress is being or is likely to be impeded by their financial situation;

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- iv. their academic record shows that they have a reasonable prospect of successfully completing their program; and
  - v. they have capacity to repay the loan within the remaining duration of their Program.
- c) A Student is ineligible for a loan from the Fund if:
- i. they have a Negative Service Indicator on their student record; or
  - ii. their Academic Progress Status is categorised as 'Unsatisfactory' in accordance with the [Academic Progress by Coursework Students Policy](#); or
  - iii. they are both enrolled in a wholly online program and reside outside of Australia; or
  - iv. they have Defaulted on a previous loan from the Fund.
- d) Exceptions to clause 2c may be made by an Approving Officer where they believe that there are exceptional circumstances.

### 3. Applying for a Loan

- a) A Student who wishes to apply for a loan from the Fund must complete and submit a [Student Loan Fund Application Form](#) and provide any relevant supporting documentation.
- b) Documentation supplied in support of a loan application may include (but is not limited to) bank statements, pay slips, invoices, quotes or bills.
- c) In the event that the University believes that a Student has deliberately submitted false or misleading information or documentation, the loan application will be rejected and the Student will be subject to the [Student Misconduct Policy](#).
- d) Loans may be granted for:
- i. basic living expenses, including support of dependants, where the loan is needed to deal with short-term or seasonal shortfall between income and expenditure;
  - ii. educational expenses such as textbooks, equipment considered necessary for studies, field excursions and placements;
  - iii. bond money and expenses associated with moving into non-University-managed accommodation;
  - iv. health expenses of the Student, their dependants or family members.
- e) Loans will not be granted for:
- i. the purchase or repair of motor vehicles, except in exceptional circumstances where it is demonstrated that a Student's academic progress is impeded without it;
  - ii. overseas travel, except where it is part of the Student's Program or can be demonstrated to be highly beneficial to the Student's Program;
  - iii. Tuition Fees, University Library fines, University accommodation charges, or other financial obligations owed to the University;
  - iv. credit card debt repayments, except where the loan is critical to attain a balanced budget;
  - v. debts incurred before the Student enrolled at the University, except where the loan is critical to attain a balanced budget.
  - vi. If the loan is approved, payment will be made to the Student by electronic transfer.
- f) Documentation for all loans (whether approved or not) will be retained in secure local storage by the Approving Officer(s) and transferred to the University's document management system, as soon as practical, in the year after the loan documents are lodged, in accordance with the University's [Information Management Policy](#). Any personal information collected will be subject to the University's [Privacy Policy](#).

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#### 4. Approving Officers Authorisations

- a) Education and Welfare Officers in Student Care may approve loans for domestic and eligible wholly online Students only. International Student Advisors in International Student Support may approve loans for International Students only.
- b) An Approving Officer may approve a loan application if:
  - i. the Student meets all of the eligibility criteria in clause 2;
  - ii. the loan is required for a reason as set out in clause 3d;
  - iii. in the opinion of the Approving Officer the loan will support the Student's capacity to study; and
  - iv. the Approving Officer is satisfied that the Student has the capacity to repay the loan.
- c) An Approving Officer may at their absolute discretion deny an application for a loan or, approve a lesser amount than the Student applied for.
- d) Approving Officers may approve loans to the value of \$750. Loans over \$750 but less than \$2,000 must be assessed and approved by two Approving Officers.
- e) The maximum amount that will be approved to a Student applying for a loan in their first Teaching Period at the University will be \$750.
- f) In exceptional circumstances loans greater than \$2,000 and up to \$5,000 may be assessed and approved by the Deputy Vice-Chancellor and Vice-President (Academic).

#### 5. Loan Conditions

- a) A Student who is granted a loan must enter into a written agreement with the University to repay the loan on the terms and conditions approved by the Approving Officer. The written agreement will include a repayment schedule which will set out the loan repayment details.
- b) All loans must be repaid in full before the conferral of the Student's Program, and preferably within 12 months of the date of the loan.
- c) In the event that a Student discontinues their studies, the outstanding balance of the loan must be repaid in full within 20 business days of the cancellation of their enrolment.
- d) A Student will not be permitted to graduate until the loan has been fully repaid.
- e) All loans will be interest-free.
- f) Loans will only be paid in to an Australian bank account.

#### 6. Guarantors

- a) A guarantor will be required for all loans to Students greater than \$750, or where the Student's total amount of loans from the Fund exceeds \$750.
- b) A guarantor must be:
  - i. 21 years of age or over;
  - ii. an Australian citizen or Australian permanent resident; and
  - iii. financially able to guarantee the repayment of the loan.
- c) Guarantors will be required to complete a [guarantor statutory declaration form](#).
- d) The requirement for a guarantor may be waived in exceptional and compassionate circumstances by the Approving Officer.

#### 7. Renegotiating the Loan

- a) A Student may apply to an Approving Officer to vary the repayment terms of their loan if special circumstances change their financial situation after the loan is made and they are unable to meet the agreed payments.

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- b) An Approving Officer may approve the variation to the repayment terms of the loan if they are satisfied that special circumstances exist and provided that the loan will be repaid before the conferral of the Student's Program.
  - c) The revised repayment terms of the loan will be recorded in a new repayment schedule which must be signed by the Student and the Approving Officer and forms part of the loan agreement.

## **8. Breach of Loan Agreement**

- a) In the event a Student fails to make a repayment, the University may place a Negative Service Indicator (NSI) on the student record which will be removed once the repayment has been made in full.
- b) If a Student breaches the terms of the loan agreement (including the repayment schedule) the University may:
  - i. refuse the Student's re-enrolment in a new or current Program;
  - ii. refuse to allow the Student to graduate;
  - iii. withhold the Student's academic transcript;
  - iv. deny the Student access to the Library, printing, internet or any other University service;
  - v. list the Student's debt with a credit reporting agency and/or refer the debt to a debt collection agency and instigate legal proceedings for recovery of the debt; or
  - vi. cancel the Student's enrolment.
- c) The Student will be liable for all costs relating to recovery of outstanding loan repayments.
- d) A guarantor will be liable for any amounts not paid within the agreements and conditions contained in the guarantor statutory declaration form.

## **9. Student Loans Committee**

- a) The Director, Student Life or nominee is responsible for convening the Student Loans Committee quarterly.
- b) The Student Loans Committee comprises:
  - i. Director, Student Life or nominee;
  - ii. Student Care - Manager, Senior Education & Welfare Officer; and
  - iii. Manager, International Student Support.
- c) The Student Loans Committee is responsible for:
  - i. Operational oversight and review of the policy implementation;
  - ii. Identifying and addressing any policy compliance and quality assurance issues;
  - iii. Conducting an annual audit of loans; and
  - iv. Recommending the write-off of all or part of a Student loan in situations where a Student has proven unforeseen circumstances which result in the Student being unlikely to meet the loan repayment terms and conditions.

## **10. Appeals**

Complaints about decisions made under this policy may be raised in accordance with the [Student Complaint Resolution Policy](#).

## AUTHORITIES

<b>Authority Category</b>	<b>Authority Sub-Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Academic	Enrolment & Progression	Approve Exceptions to Clause 2c (2d)	Approving Officers	Where there are exceptional circumstances.
Academic	Enrolment & Progression	Approve student loans or waive guarantor requirements for domestic Students in accord with the criteria and limits specified in the Student Loan Policy. (4a-d, 6e)	Approving Officers; Education & Welfare Officers in Student Care	Individual Approving Officer: up to \$750. Two Approving Officers together: up to \$2000
Academic	Enrolment & Progression	Approve student loans or waive guarantor requirements for International Students in accord with the criteria and limits specified in the Student Loan Policy. (4a-d, 6e)	Approving Officers International Student Advisors in International Student Support	Individual Approving Officer: up to \$750. Two Approving Officers together: up to \$2000
Academic	Enrolment & Progression	Approve student loans between \$2000 and \$5000 in exceptional circumstances(4f)	Deputy Vice-Chancellor and Vice-President (Academic)	Up to \$5,000
Academic	Enrolment and Progression	Write-off part of all of a student loan (9c(iv))	Team Leader, Revenue Accounting	Up to \$2,000

## DEFINITIONS

**Approving Officer(s)** are designated persons who are authorised to approve student loans on behalf of the Student Loan Fund as detailed in clause 4a.

**Fund** means the University of Adelaide's Student Loan Fund.

**Defaulted** means when a Student has breached the terms of their current or a previous student loan agreement.

Other definitions are as contained in the [University Glossary of Terms](#).

<b>RMO File No.</b>	F.2023/1347
<b>Policy Custodian</b>	Deputy Vice-Chancellor and Vice-President (Academic)
<b>Responsible policy officer</b>	Director, Student Life Division of Academic and Student Engagement
<b>Endorsed by</b>	Vice-Chancellor's Executive on 1 November 2023
<b>Approved by</b>	Vice-Chancellor and President on 9 November 2023

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<b>Related Documents and Policies</b>	<a href="#"><i>Academic Progress by Coursework Students Policy</i></a> <a href="#"><i>Privacy Policy &amp; Management Plan</i></a>
<b>Effective from</b>	9 November 2023
<b>Review Date</b>	8 November 2026
<b>Contact for queries about the policy</b>	Director, Student Life, tel:8313 0236