

## Completing the OS-HELP Debt Confirmation Form

Your Australian provider is the University of Adelaide.

Most degrees are based at the 'North Terrace' campus, though yours may be 'Waite' or 'Roseworthy'.

Your University of Adelaide ID number, eg a1234567.

The University of Adelaide degree, **for which you are eligible to receive OS-HELP**, is the degree you write here. Please write the official name of your degree, eg Bachelor of Arts.

Tick the box according to whether or not your study is in Asia or not in Asia.

Write the amount you are requesting in numerals AND in words. The amount cannot be more than the maximum amount for your loan type.

If you are not requesting an Asian Language loan, leave this section blank.

The 'Overseas study starting date' is the date on which your overseas program commences, including orientation. This date must match that indicated on the host acceptance you submit in the Global Learning Application System in order to be processed.

If this is your second loan, the date must be at least six months and one day after the first loan start date.

Be sure to fill in all boxes in this column, and sign and date your form!

Return your form to Ask Adelaide, ensuring your application is received at least a week before the end date of your program, and all details reflect the information in your Global Learning Application System registration.



You MUST read the *OS-HELP statement of terms and conditions for 2017* booklet before completing this form.  
When completing this form, please use a **black or blue ballpoint pen** and write neatly in **BLOCK LETTERS**.

### SECTION A. STUDENT DETAILS

#### 1. Family name

Given names  
[ ]  
[ ]

### SECTION B. AUSTRALIAN PROVIDER

#### 2. Name of Australian provider

[ ]  
[ ]  
Campus  
[ ]

#### 3. Student identification number

[ ]

#### 4. Name of course (e.g. Master of Business Administration)

[ ]

### SECTION C. OS-HELP LOAN DETAILS

Under the provisions in the *Higher Education Support Act 2003* (the Act), I request that the Government lends me the following OS-HELP assistance:

#### 5. OS-HELP loan amount for overseas study NOT in Asia:

OR

#### OS-HELP loan amount for overseas study in Asia:

\$ \_\_\_\_\_00

Please write the amount in words below:

[ ]

AND if applicable

#### Supplementary Asian language study amount:

\$ \_\_\_\_\_00

Please write the amount in words below:

[ ]

\* If you are requesting the supplementary language amount, you must have already requested OS-HELP assistance for overseas study in Asia for the same six-month period.

#### 6. OS-HELP loan period is six months (dd/mm/yy)

Overseas study starting date [ ]

Asian language study starting date [ ]

### AUSTRALIAN PROVIDER USE ONLY

OS-HELP debt incurred date [ ]

Course of study code [ ]

Country/countries [ ]

Asian language debt incurred date [ ]

### SECTION D. TAX FILE NUMBER (TFN)



Read Note 1 about TFNs.

To be eligible for an OS-HELP loan, you MUST supply your valid TFN or your *Certificate of application for a TFN* in this section. Your provider is authorised under the Act to collect and retain your TFN only for the purpose of reporting details of your OS-HELP loan to the Australian Taxation Office (ATO).

You will not be able to get an OS-HELP loan unless you give your provider either your TFN or the certificate from the ATO stating that you have applied for a TFN.

#### 7. Your tax file number (TFN) (it will have 9 digits e.g. 123 456 789)

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] OR

Certificate of application for a TFN attached.

You must submit your certificate with your form as proof that you have applied for a TFN. You must advise your provider of your TFN within 21 days of receiving it.

Go to section E.

### SECTION E. DECLARATION/SIGNATURE

For this *OS-HELP debt confirmation* form to be valid, you MUST tick all the boxes in this section and sign and date the form.

#### 8. By signing this form, you are declaring that you agree to the following statements:



Read Note 2 about repaying your loan.

You request that:

- the Government lends you the amount(s) set out in section C of this form.

You declare that:

- you will undertake the overseas study/Asian language study approved by your Australian provider.
- on completion of your study outside Australia, you will have units to the value of at least 0.125 EFTSL remaining to complete your course.
- the information on this form is complete and correct and you can produce documents to verify this if required.
- you have read and understood the **Notes** on the back page of this form.
- you have read the *OS-HELP statement of terms and conditions for 2017* booklet and you are aware of your obligations as the recipient of an OS-HELP loan.

You understand that:

- you have an obligation to repay to the ATO the amount that the Government has loaned you, even if you did not undertake or complete the approved overseas study or Asian language study.
- your Higher Education Loan Program (HELP) debt will be indexed annually in line with the Act.
- if your eligibility for a OS-HELP loan changes, you must notify your Australian provider.



Read Note 3 about personal information.

- by signing this form, you consent to the collection, use and disclosure of your personal information as outlined in **Note 3**.
- giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Go to item 9.

#### 9. Declaration

Signature [ ]

Date (dd/mm/yy) [ ]