

STUDENT LOAN APPLICATION FORM

Surname: _____ Given Names: _____

Mailing Address: _____

_____ Post Code: _____

Home Address: _____

_____ Post Code: _____

Email: _____

Phone Numbers: B/H: _____ A/H: _____ Mobile: _____

Drivers Licence Number: _____ Expiry Date: _____

Date of Birth: _____ Is the applicant 18+ years old? Y N

Student Number: _____

Program: _____ Year of Study (e.g. 1): _____

Are you an Australian Citizen? Y N If no, are you a Permanent Resident? Y N

REFERENCES

*Provide details of two relatives, not living with you and not at the same address as each other, who may be contacted. Overseas addresses can be used if no other relative resides in Australia. **Post office box numbers are not acceptable.***

REFERENCE 1

Full Name: _____

Phone Numbers: B/H: _____ A/H: _____ Mobile: _____

Mailing Address: _____

_____ Post Code: _____

Home Address: _____

_____ Post Code: _____

Relationship to applicant (e.g. mother): _____

REFERENCE 2

Full Name: _____

Phone Numbers: B/H: _____ A/H: _____ Mobile: _____

Mailing Address: _____

_____ Post Code: _____

Home Address: _____

_____ Post Code: _____

Relationship to applicant (e.g. mother): _____

PREVIOUS STUDENT LOANS

Do you have an outstanding loan with CQUniversity Student Association? Y N

Have you had a CQUniversity Student Loan previously? Y N

Have you been referred to the University Debt Collection Agency for a CQUniversity Student Loan previously? Y N

Do you have any other CQUniversity debt (e.g. library late fees; not HECS)? Y N

If yes, repaid receipt number: _____

PERSONAL LIABILITIES

Give details of any current debts or loans other than a CQU Student Loan (e.g. credit card).

ITEM	TOTAL AMOUNT	REPAYMENT AMOUNT LEFT
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL FORTNIGHTLY REPAYMENTS:	\$	\$

FORTNIGHTLY EXPENSES

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

INCOME	AMOUNT	EXPENDITURE	AMOUNT
Centrelink payments, scholarship	\$	Rent / rates	\$
Support from parents	\$	Food	\$
Combined work (spouse & yours)	\$	Electricity	\$
Pension / Parenting payment	\$	Telephone	\$
Family payment	\$	Gas	\$
Child support / maintenance	\$	Transport (bus, fuel)	\$
Rent assistance	\$	Education	\$
Other	\$	Personal liability repayments	\$
TOTAL	\$	Other	\$
		TOTAL	\$

PURPOSE OF LOAN

Accommodation	\$	Textbooks	\$
Food	\$	Other	\$
TOTAL	\$	TOTAL	\$

CHEQUE DETAILS

Please note: cheques are only made payable to a third party e.g. real estate agency

I authorise cheque/s to be made payable to (include full address and telephone number):

Name:	Ph:	\$.
Address:		

Name:	Ph:	\$.
Address:		

Name:	Ph:	\$.
Address:		

SUBTOTAL:	\$.
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CQUniversity STUDENT LOAN ADMINISTRATION FEE (\$5 per \$100 requested, or part thereof):	\$.
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TOTAL (Please note: total of CQUniversity Student Loan cannot exceed \$500 for Australian students or \$200 for International students studying at and Australian CQU campus):	\$.
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**Disclaimer: The CQUniversity Loans Committee and/or Chairperson are under no obligation to approve CQUniversity Student Loans.
ALL applicants are subject to an approval process.**

REPAYMENT DETAILS

Amount requested: \$ _____ to be repaid \$50 per fortnight or other arrangement: \$ _____

Repayment Date: _____

Signature of applicant: _____

I acknowledge that all the information, including personal liabilities and fortnightly expenses provided in the application are true and correct.

Signature of Applicant

Signature of Witness

Date

STUDENT LOAN CONDITIONS

- You must be able to demonstrate that a genuine need exists, that you are unable to get funds from other sources and that you are able to re-pay the loan in the time specified.
- You must be currently enrolled in a tertiary award program at CQUniversity – WIST & STEPS students are not eligible.
- Any previous student loans must have been fully paid – proof of final payment is required.
- Loans won't be approved if a negative service indicator has been placed on your student record. The negative service indicator must be lifted before the application can even be considered.
- Loans are not provided for capital items such as motor vehicles.
- CQUniversity is under no obligation to approve loans.
- Ensure that the full contact details of who the cheques are to be made payable to are recorded.
- Refer to CQUniversity Student Loan Conditions document for further information.

STUDENT LOAN CHECKLIST

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

Identification:

Applicants **18+** to provide one of the following forms of identification:

- Drivers licence
- Passport
- 18+ Card
- Medicare Card
- Credit or Debit Card
- Utility Account
- Bank Statement

Applicants **less than 18 years of age** to provide one of the following forms of identification:

- Drivers licence
- Passport
- Birth Certificate
- Medicare Card
- Mobile Phone Account
- Debit Card
- Bank Statement

Proof of Income:

- A bank statement
- A statement showing Centrelink payments, if applicable
- A pay slip, if applicable

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 form for applicants less than 18 years of age

SUPPORTING DOCUMENTATION IF UNDER 18

- A guarantor form signed by someone who is willing and able to act as your guarantor

OFFICE USE ONLY	
LOAN DETAILS:	STUDENT RECORDS CHECK: <input type="checkbox"/>
Repayment period: _____	Repayment date: _____
LOAN RECOMMENDATION:	
CQUniversity Student Services Staff Member: _____	Signature: _____
Comment: _____	
LOAN APPROVAL:	
Loans Committee Chairperson: _____	Signature: _____