

# STRICTLY CONFIDENTIAL



## APPLICATION FOR UNIVERSITY STUDENT LOAN

Please note: Loans are only available to those students currently enrolled in an Award Program or Continuing Education Certificate students. Loans are not available to Exchange, Open Learning, Cross-Institution, Study Abroad, Miscellaneous or Queensland Institute of Business & Technology students.

Conditions of the loan, which are deemed to form part of the agreement, are outlined in the University Student Loans Scheme Policy & Guidelines on the Welfare and Student Liaison Office webpage ([www.griffith.edu.au/welfare](http://www.griffith.edu.au/welfare)). It is important that you read the University Student Loan Kit before applying for a loan to ensure that it complies with eligibility criteria.

Please complete this form with a **BLACK** pen

Pages 1 & 2 to be completed prior to the appointment

### PERSONAL DETAILS

GU ID Number	ID Sighted: YES <input type="checkbox"/> NO <input type="checkbox"/>	Campus
Family Name	Are you currently enrolled? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Given Name	Program Enrolled	GPA
Date of Birth	AGE	Current Year of Study (eg. 1 <sup>st</sup> , 2 <sup>nd</sup> )
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Alternative Identification <input type="checkbox"/>	Expected Completion Date: SEM. 1 <input type="checkbox"/> SEM. 2 <input type="checkbox"/> YEAR 20__
Mailing Address <i>Must be an Australian address and the same as the one on your student record.</i>		Current Home (Residential) Address <i>Must be a street address and NOT a Post Office Box (for delivery of notices) and the same as the one on your student record.</i>
	Postcode	Postcode
Contact Telephone	Email	
Citizenship Status	Australian /New Zealand Citizen / Permanent Resident <input type="checkbox"/>	Full-fee Paying Overseas Student <input type="checkbox"/>
If Overseas Student : Country of origin _____ and copy of current visa supplied? Yes <input type="checkbox"/>		
Number of dependents (if any) _____	Have you ever been bankrupt? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Would you identify yourself as belonging to any of the following groups (optional)?		
First in family to attend Uni <input type="checkbox"/>	Aboriginal and/or Torres Strait Islander <input type="checkbox"/>	English is not my first language <input type="checkbox"/>
Disability <input type="checkbox"/>	Carer <input type="checkbox"/>	Rural or isolated areas <input type="checkbox"/>
	Single parent <input type="checkbox"/>	Other <input type="checkbox"/> _____

### CURRENT EMPLOYMENT DETAILS

Name and address of current employer/s
Average hours per fortnight (2 weeks)

### CONTACT NAMES AND ADDRESSES IN AUSTRALIA

The applicant must advise the people below that they may be contacted for additional information.

International Students who do not have relatives in Australia can nominate two friends (different addresses) as their contact persons.

FAMILY CONTACT	
Name	
Address	
	Postcode
Telephone	
Relationship to Applicant	

DETAILS OF OTHER CONTACT	
Name	
Address	
	Postcode
Telephone	
Relationship to Applicant	

## FINANCIAL DETAILS

### NET INCOME EACH FORTNIGHT (TWO WEEKS)

Centrelink Payments \_\_\_\_\_  
*Type of payment* \_\_\_\_\_

Start-Up/ Relocation Scholarships \_\_\_\_\_

Wages / Salary \_\_\_\_\_

Parents / Family Support \_\_\_\_\_

Other scholarship / Bursary \_\_\_\_\_

Partner's income *(only required if you share income and expenses)* \_\_\_\_\_

Other Income *(please specify)* \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

### EXPENDITURE EACH FORTNIGHT (TWO WEEKS)

Rent / Board \_\_\_\_\_

Food / Living *(eg. Groceries, medical, clothing, entertainment, meals)* \_\_\_\_\_

Car / Travel \_\_\_\_\_

Credit Cards / Loans \_\_\_\_\_

Education *(eg. disks, photocopying, stationery)* \_\_\_\_\_

Bills *(eg. Phone, insurance, electricity, school)* \_\_\_\_\_

Childcare \_\_\_\_\_

Other *(please specify)*  
*eg. family expenses, gym fees, sports* \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

### TOTAL ASSETS

Bank Balance *(after commitments)* \_\_\_\_\_

Other Savings Balances \_\_\_\_\_

Value of Motor Vehicle \_\_\_\_\_

Personal Assets *(eg. CD's, furniture, computer)* \_\_\_\_\_

Credit on your Griffith account \_\_\_\_\_

Other *(please specify)* \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

### TOTAL LIABILITIES

Mortgage \_\_\_\_\_

Vehicle Loan/Personal Loan \_\_\_\_\_

Credit Card Debt \_\_\_\_\_

Hire Purchase Debt \_\_\_\_\_

Overdue Uni Fees/charges/fines \_\_\_\_\_

Other *(please specify)* \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

### LOAN AMOUNT

\$ \_\_\_\_\_

### PREVIOUS GRIFFITH UNIVERSITY LOANS (Your repayment history may affect the approval of this loan)

Year Loan Taken Out	Total Amount of Loan	Date Repaid/ Current Balance
_____	\$ _____	_____
_____	\$ _____	_____

### PURPOSE OF FINANCIAL ASSISTANCE: PLEASE LIST THE ITEMS AND INDIVIDUAL AMOUNT AND PROVIDE A STATEMENT ON WHY YOU REQUIRE THIS LOAN

Also provide documentation such as invoices, list of textbook prices, bond letter or any other documents in support of your request for assistance.

**SAMPLE ONLY**

**LOAN REPAYMENT AGREEMENT WITH GRIFFITH UNIVERSITY (to be filled out during the interview)**

Campus \_\_\_\_\_

GU ID Number \_\_\_\_\_

I, **SAMPLE ONLY**

Print full name here

agree to pay the loan of \$ \_\_\_\_\_ on or before the due date of \_\_\_\_\_  
 (Total of Loan) (Date of last repayment)

Repayments of \$ \_\_\_\_\_ each fortnight commencing \_\_\_\_\_ (or as set amount below)  
 (Amount) (Date of first repayment)

	Repayment period From ..... to .....	Amount per calendar month	No. of months		Repayment period From ..... to .....	Amount per Calendar month	No. of months
1				3			
2				4			

**Method of Payment:** Direct debit (fortnightly)  Yes → Please complete direct debit form

Other  Please specify: \_\_\_\_\_ (If you choose BPAY, repayments must be made through other repayment options until the first monthly statement is received.)

If you are unable to meet your repayment schedule, please contact the Welfare & Student Liaison Officer on your campus.

If you take Leave of Absence, withdraw or are cancelled from the University before the loan's finalisation date, **your loan must be finalised within 30 days from when you cease to be currently enrolled.** If you are unable to re-pay your loan in full at that time, you must contact Finance on 3735 6501 or email studentloans@griffith.edu.au.

**CONDITIONS OF LOAN**

**I HEREBY ACKNOWLEDGE THAT**

- the University may obtain information from individuals or companies mentioned in this Application; my signature below constitutes my authority to obtain information relevant to my loan;
- I have read the University Student Loans Scheme Policy and Guidelines and accept all information contained in it;
- **the University will withhold any academic results and may refuse my re-enrolment and disclose this default to a credit reporting agency should I fail to meet the repayment obligations set out in this Loan Repayment Proposal, and my future credit rating may be affected**

**I UNDERTAKE TO**

- spend the money for the prescribed purposes;
- repay all funds, including debt recovery costs, owing to the University under this Agreement; and
- update my information immediately of any change of name or mailing address for the purposes of receipt of notices regarding this loan.

**I HEREBY DECLARE that all particulars in this Application are true and correct.**

Signature of Student: **x SAMPLE ONLY** Date: \_\_\_\_\_  
 Signature of WSLO: **x SAMPLE ONLY** Date: \_\_\_\_\_

**FUNDS TRANSFER** Please ensure accuracy of bank account details. Incorrect information will lead to delays in payment.

Bank \_\_\_\_\_ Branch (if applicable) \_\_\_\_\_

Name Account is held in \_\_\_\_\_

BSB Number \_\_\_\_\_ Account Number \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

**PLEASE NOTE** Funds can only be transferred into an account in your name.  
 Funds cannot be transferred into a Credit Card account.

If this loan is successful, funds transferred by the University to the bank account shown above will be deemed to have been received by me.

Signature of Student **x SAMPLE ONLY** Date: \_\_\_\_\_

**FINANCE OFFICE USE ONLY**

Accounts Payable	Account	Fund	Dept ID	Class	Project	GST Status	Amount
	4258	180	UNA	00000	101840	ZER	
Student Loans							

Finance Signature **x**

Date: \_\_\_\_\_

## WELFARE AND STUDENT LIAISON OFFICER USE

Welfare and Student Liaison Officer's Comments

**SAMPLE ONLY**

RECOMMENDATION

YES

NO

Signature of WSLO:

X

Date:

Name:

## OFFICE USE ONLY

ENROLMENT CHECKED

HOME & MAILING ADDRESS CHECKED

NAME CHECKED

ACADEMIC RECORD CHECKED

MAJOR LOAN

OVDERDUE FEES / CHARGES (Amount: )

## DECISION

LOAN APPROVED

YES

NO

AMOUNT APPROVED

FINALISATION DATE

Signature of Panel Convenor

Date

Subject to Financial Approval

## PRIVACY STATEMENT

**Griffith University is committed to protecting the privacy of students' personal information.**

Griffith University collects, stores and uses personal information only for the purposes of administering student loans including approvals, loan processing, determining repayment schedules, enforcement proceedings and any other matters that may be relevant to the Student Loan. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at [www.griffith.edu.au/about-griffith/governance/plans-publications/griffith-university-privacy-plan](http://www.griffith.edu.au/about-griffith/governance/plans-publications/griffith-university-privacy-plan)