The RMIT Student Loan Fund can provide you with an interest-free loan if you are enrolled in an RMIT award program. You are eligible to apply if you are experiencing severe financial difficulties due to unforeseen circumstances.

Note: once you have applied, it may take up to three weeks for your loan to be approved and for the money to be available in your account.

Who is eligible?

To be eligible for a loan you must:

- be currently enrolled at RMIT in an award program
- not have outstanding debts to RMIT
- be over 18
- not be in Australia as an exchange student.

Applying for the loan

When can I apply for a loan?
We accept applications any time between 1 February and 30 November each year. We may consider your application at other times under special circumstances.

How can I apply for a loan?

1. Please discuss your financial difficulties with a student wellbeing advisor before you apply for a student loan.

   Building 8, Level 4 (City Campus)
   Building 202, Level 2 (Bundoora)
   Tel. +61 3 9925 5000

2. Complete the application form and attach all appropriate documentation (refer to Section G—checklist).

3. Lodge your completed application at RMIT Connect on any campus.

4. If you lodge your application at RMIT Connect Brunswick or Bundoora, ask for it to be forwarded to the Coursework Scholarships Office as soon as possible.

How do we assess your application?
We assess your application based on:

- your financial circumstances including your explanation as to why you need the loan
- how you plan to spend the loan money
- how much money you need to borrow
- your ability to repay it.

We will not approve a loan for you until all other available options for financial assistance have been considered.

What is the process once I submit my application?
The Coursework Scholarships Office will check your application and contact you if we need further information or clarification. If you do not provide the information we ask for within one week your student loan application will be withdrawn.

We will then submit your application to the Student Loan Fund Committee for consideration.

We will email the outcome of your application to your RMIT student email address.

Terms and conditions

How long can I borrow the money for?
The term of the loan depends on individual circumstances and is a maximum of 12 months. Generally, we will not approve a loan for you if you are expecting to receive a scholarship payment within the next four weeks.

What can I use the loan for?
Loans are only available for essential living expenses or study-related expenses.

You must spend your loan money on the purposes you outlined in your application. It must not be used to pay fees, fines or credit card debts or for recreational travel.

How much can I borrow?
The minimum loan available is $100. The maximum is $1000. Commencing students in their first semester of a program can borrow a maximum of $500.
When and how will I be paid?
It may take up to three weeks for your loan to be approved and for the money to be available in your account. It is not possible to fast-track this process and we cannot give you a guarantee about timelines.

If your application is approved we will request your banking details so we can pay you via electronic funds transfer (EFT).

When do I have to repay the loan?
You must repay your loan in an instalment plan, generally on a monthly basis. You will receive an invoice each month outlining payment due dates and payment methods. Invoices are accessible through My Student Record in Enrolment Online.

If you are a final-year student you must repay your loan by 30 September.

You must repay your loan immediately if you defer, take a leave of absence or cancel your enrolment.

What payment methods can I use to repay the loan?
There are various payment options available including Australia Post Postbillpay, BPAY and BPOINT.

You can also make payments in person at RMIT Connect.

For more information on how to repay your student loan, visit www.rmit.edu.au/programs/fees/payment.

What happens if I cannot make a payment?
You must be certain you can repay a loan before you accept it. It is not possible to renegotiate the payment plan once the loan has been issued.

If you do not meet your monthly repayment plan you may be denied the use of University facilities and services. A non-RMIT agency will take debt-recovery action against you.

If you have overdue debts to RMIT (e.g. loan payments, library charges, tuition fees, administrative fees, material fees or enrolment fees) you will be charged a $250 penalty for each due date not met.

If you have outstanding debts to the University you cannot re-enrol or receive a transcript or award.

Contact the Coursework Scholarships Office

If you need to contact the Coursework Scholarships Office regarding your loan, please email scholarships@rmit.edu.au

Date of Issue: October 2015

Disclaimer: Every effort has been made to ensure the information contained in this application form is accurate and current at the date of printing. For the most up-to-date information please refer to the Student Loans website before lodging your application www.rmit.edu.au/students/services/studentloan.

RMIT University CRICOS Provider Code: 001122A
STUDENT LOAN APPLICATION

SECTION A — Loan request

Date application submitted ___/___/____

Given names(s) ____________________________

Family name ______________________________

Student number ____________________________

Loan amount: sum you wish to apply for $_________ __________

i.e. $100–$500 if in your first semester of study in a program or

$100–$1000 for second and subsequent semesters of study

SECTION B — Personal details

Date of birth ___/___/____

Gender □ male □ female

Mailing address: Number __________ Street __________

Suburb __________ State __________ Postcode __________

Telephone: Mobile __________ Home __________ Work __________

Are your current semester tuition fees paid? □ Yes □ No □ My fees are deferred

Are your current semester Student Services Amenities Fees paid? □ Yes □ No □ My fees are deferred

Do you have any outstanding debts to RMIT? □ Yes □ No

Do you have a Low Income Health Care Card? □ Yes □ No

Do you have any credit cards (non-debit types)? □ Yes* □ No *If yes, how many? ______

List all your bank accounts (e.g. 3xaccess, 1xsavings, 1x term deposit) ______________________________

Do you live with your spouse (partner/husband/wife)? □ Yes □ No

Do you have children/dependants whom you support financially? □ Yes* □ No *If yes, how many? ______ Age of children/dependants __________

SECTION C — Program details

What program are you enrolled in?

Year level (e.g. first, second) __________ Semester and year you will complete the program __________

Sector: □ Vocational Education □ Higher Education □ Postgraduate □ Research

Program study status: □ Part time □ Full time
SECTION D — Accommodation

What is your current living situation?
- ☐ Live at home with parents
- ☐ Live with partner / spouse
- ☐ Live on your own (mortgage/own home)
- ☐ Board
- ☐ Share rented house/flat
- ☐ Live on your own (rental)
- ☐ Live in a hostel/residential college
- ☐ Other (provide details) ________________________________

SECTION E — Your financial situation

<table>
<thead>
<tr>
<th>FORTNIGHTLY INCOME</th>
<th>Per fortnight</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>What income do you receive?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parental/family assistance</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Centrelink payments</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Do you have a scholarship?</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>☐ Yes* ☐ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*If yes, what is the name of your scholarship/s?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What date will you next receive scholarship money?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/1/___</td>
<td></td>
<td></td>
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<tr>
<td>Do you have paid employment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of employer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How long have you worked there?</td>
<td></td>
<td></td>
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<tr>
<td>________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Please provide your two most recent pay slips)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is your spouse’s income (if applicable)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Employment</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>☐ Centrelink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have income from business, enterprises or investments?</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Describe briefly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Please provide an income statement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any other income?</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Please specify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FORTNIGHTLY EXPENDITURE</th>
<th>Per fortnight</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much do you pay for the following items?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent/mortgage repayments</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Bills (e.g. water, electricity, gas)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Essential living costs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- food/groceries</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>- transportation</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>- other (please specify)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Phone and internet costs</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Personal loans, other loans (please describe loan type, including the date when the loan will be fully repaid)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Credit cards (number of credit cards)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Educational costs, e.g. books, stationery, photocopying</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Childcare</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Social activities</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other expenses (please specify)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
### YEARNLY EXPENDITURE

<table>
<thead>
<tr>
<th>Item</th>
<th>Per year</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books, stationery, other course costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle registration (due for renewal __ / ____)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle insurance (due for renewal __ / ____)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical, dental bills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition fees (if not deferred)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL INCOME LESS EXPENDITURE (office use only)** n/a

### LIABILITIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items that you hire or lease (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overdue accounts (please specify each separately) e.g.:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• phone bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• credit card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• rent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• other (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monies owed (please specify to whom)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ASSETS

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor vehicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land/house</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shares/bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How much money is in your savings account/s today?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other, please specify</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION F – Loan details

**REPAYMENT OF RMIT STUDENT LOAN** (final-year students must repay by 30 September)

<table>
<thead>
<tr>
<th>Proposed date of final loan payment <strong>/</strong>/____</th>
<th>Instalments of $__________/month</th>
</tr>
</thead>
</table>

**Borrowing from other sources**

What other avenues or resources have you explored to assist you with this financial issue? For example, are you eligible for the Ministry of Housing Bond Scheme or a Centrelink advance? If you already have a Centrelink advance please provide documentation including details of when the advance will be repaid.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Reasons you need the loan
Please state how you plan to spend the loan money. Be as specific as possible. (You must attach documents—refer to Section G—checklist). If you are relying on an increase in income to repay the loan, you must also supply evidence.

<table>
<thead>
<tr>
<th>What will loan be used for (description)</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: $166 for electricity bill. A copy of the bill is attached.</td>
<td>$166</td>
</tr>
<tr>
<td>1.</td>
<td>$</td>
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<tr>
<td>2.</td>
<td>$</td>
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<tr>
<td>3.</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

Please tell us about your financial circumstances, explaining why you need a loan. Attach a separate statement, if necessary.

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How will you afford to repay the loan? Please attach a separate statement, if necessary.

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Is there is anything else we need to know about your current financial situation? Please attach a separate statement, if necessary.

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Have you previously borrowed from the RMIT Student Loan Fund?  □Yes  □No
If yes, when did you take out the loan?  __/__/____ Did you repay the loan on time?  □Yes  □No
If no, please explain why ________________________________
SECTION G — Checklist

Have you submitted all of the required documentation (if relevant):

☐ *relevant documents in support of your application, i.e. quotes for goods you intend to use the loan for. Documents must match the information provided in Section F.

☐ *bank account statements for all your bank accounts (including all access, savings, credit card accounts) that show transactions for at least two months up to the date of this application.

☐ employment pay slips, two most recent (if employed).

☐ Centrelink income statement, most recent (if applicable).

*Mandatory Note: your application will be delayed if all relevant documents are not supplied. Please check your application. Ensure the information you have provided adequately explains your situation.

SECTION H — Declaration

I ___________________________________________________________ (print full name)

declare the preceding information to be true and complete in every detail and agree that the money borrowed will be used for the purpose indicated. I also declare that I have provided all details about my current financial circumstances.

______________________________ Date: ___/___/____

In the presence of

______________________________ Date: ___/___/____

Signature

Print name (RMIT staff witness i.e. RMIT Connect staff, Student Wellbeing Advisor or Coursework Scholarships Officers)

Privacy Statement

RMIT University is providing you with this notice because the University has sought personal information about you. The University needs this information so that it can fully and properly assess your application in accordance with its policies and procedures. The information you supply on this form and in any documentation supplementary to this application may be provided to the Student Loan Fund Committee.

SECTION I — Office use only

Loan No: ___________________________ ☐ HE ☐ Vocational Education ☐ International

Loan amount $____________ First repayment due ___/___/____ Last repayment due ___/___/____

Agreed repayments $ ______ x ______

______________________________ Print name

Signature (Coursework Scholarship Officer)

______________________________ Print name

Signature (Authorised Committee staff)

Committee decision ☐ Approve ☐ Deny Date: ___/___/____

Date of issue: October 2015