Overseas Study – Higher Education Loan Program (OS-HELP) Policy

Responsible Officer: Executive Director, Student Operations

Approved by: Vice-Chancellor

Approved and commenced: December, 2014

Review by: December, 2017

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle:
- Higher Education Support Act (HESA) 2003
- Higher Education Provider Guidelines 2012

Responsible Organisational Unit: Student Centre

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1 Objective

The objectives of this Policy are to

- set out the University of Tasmania’s policy on administration of OS-HELP
- effectively implement the Australian Government Department of Education OS-HELP Guidelines.

2 Scope

All eligible students who are enrolled in a Commonwealth supported place who want to undertake some of their study overseas from the University of Tasmania.

3 Policy Provisions

3.1 Selection

The University of Tasmania will select eligible recipients of OS-HELP assistance and administer the program subject to the relevant provisions of the Higher Education Support Act 2003 and its subsidiary guidelines.

3.2 Eligibility

Students will not be eligible to apply for a loan until they have successfully completed the first year of their course and the loan will not cover overseas study undertaken during a final semester of a course. The other main criteria are that a student must:

- be an Australian citizen or the holder of a permanent humanitarian visa
- not have received OS-Help on more than one other occasion
- be a Commonwealth supported student enrolled in an undergraduate course of study at an Australian higher education provider, and;
- be selected by their Australian higher education provider to receive an OS-HELP loan.

Students will only be offered OS-HELP assistance if the University is satisfied that the conditions for eligibility will be met at the commencement of the proposed study period.

Eligibility for OS-HELP assistance does not confer the automatic right to an offer of OS-HELP assistance and will be subject to available funds.

Detailed eligibility criteria and other associated information including application closing dates, supporting documentation requirements, the maximum loan amount for the current year and notification processes, are stipulated in the OS-HELP guidelines.

3.3 Approval of OS-HELP Loans

The University will award OS-HELP loans up to the number of notional loans allocated to the University in any year with up to 50% of loans available for study periods in the first six months of any year and the balance of unallocated loans available for study periods in the second six months of any year. The loan amount for the current year is stipulated in the OS-HELP guidelines.
3.4 **Assessment of Applications**

Applications will be assessed on the basis of academic merit taking into account each applicant’s academic record and progress.

3.5 **Review of Selection Decision**

Applicants who are dissatisfied with decisions made in relation to their OS-HELP application may write to the Executive Director, Student Centre requesting a review of the decision.

4 **Responsibilities**

The Executive Director, Student Centre is responsible for:

- the development, compliance, monitoring and review of this policy.

The Associate Director, Student Administration is responsible for:

- the promulgation and implementation of this policy and procedure in accordance with the scope as outlined within the documents.
- records and information that support this policy will be created, managed and retained in accordance with the University Records Management Policy, Procedures and Guidelines.

5 **Definitions and Acronyms**

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<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>Commonwealth Supported Place</td>
<td>A higher education place for which the Australian Government makes a contribution to the University towards the cost of education.</td>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<td>OS-HELP</td>
<td>A Commonwealth loan program which provides financial assistance to eligible Commonwealth supported students wishing to undertake part of their study overseas.</td>
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6 **Supporting Documentation**

- OS-HELP Guidelines
- Administrative Information for Providers
- University Records Management Policy
### Versioning

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