

Monash University Procedure

Procedure Title	Student Loan Procedures
Parent Policy	Student Loan Policy
Date Effective	05-January-2015
Review Date	
Procedure Owner	
Category	Operational
Version Number	1.0
Content Enquiries	Finance Corporate Receivables
Scope	
Purpose	
PROCEDURE STATEMENT	

1. Student Loans Committee

- 1.1. The Student Loans Committee consists of –
- 1.1.1. Chair; and
 - 1.1.2. The Director Client Services or Delegate; and
 - 1.1.3. At least one Student Advisor from each campus; and
 - 1.1.4. And other members as determined by the committee.
- 1.2. A quorum for a meeting of the committee is six members.

Responsibility

Student Loans Committee

2. Loan Eligibility

- 2.1. A student is eligible for a loan where the loan authority is satisfied that the student –
- 2.1.1. has good prospects of completing the course of study in which the student is enrolled; and
 - 2.1.2. requires assistance for or towards subsistence, essential course materials or other expenditure of a nature (including travel) which in the opinion of the loan authority is highly desirable for the academic progress of the student.
- 2.2. Except in circumstances deemed appropriate by the loan authority, a loan must not be granted –
- 2.2.1. subject to 2.3 - to a first year undergraduate student in the student's first semester of study prior to census date;
 - 2.2.2. for Commonwealth supported place changes;
 - 2.2.3. for tuition fees;

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- 2.2.4. to an international student for visa charges;
- 2.2.5. for debts incurred prior to enrolling at the University or
- 2.2.6. to a student enrolled solely in an Open Universities Australia course;
- 2.2.7. to inbound exchange students.

2.3. A Student Advisor may grant a loan to a first year student in the student's first semester of study where:

- 2.3.1. the approval of the loans committee has first been obtained.

Responsibility

Student Loan Committee
Monash Connect Student Advisors

3. Student Advisors

3.1. One or more Student Advisors must be appointed to represent each campus by the Director Client Services.

Responsibility

Director Client Services

4. Student Loan Limits

4.1. A Student Advisor –

- 4.1.1. may grant loans to students on the campus of not more than \$1,000 or, in conjunction with a Monash Connect Team Leader \$1,500; and
- 4.1.2. must report to each meeting of the student loans committee on his/her activities under these regulations.

4.2. All loans for the amount of \$1,500-\$3,000 must be approved by a student loan advisor in conjunction with the Monash Connect Manager or delegate.

4.3. All loans for the amount of \$3,001-\$5,000 must be approved by the Student Loans Committee.

4.4. A student is only eligible to have one student loan at any period in time.

4.5. The maximum amount a student may borrow from the fund is \$5,000.

Responsibility

Student Loan Committee
Director Client Services
Monash Connect Team Leaders
Student Advisors

5. Student Loan Establishment

5.1. The student is required to submit a completed hardcopy of the Monash approved student loan application form with supporting documentation to Monash Connect.

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Responsibility

Student
Monash Connect Student Advisor

- 5.2. The Student Advisor is to review the application and assess student eligibility and determine the outcome in accordance with the Student Loans Policy.
- 5.3. The Student Advisor is to advise the student of the outcome of the loan application.

Responsibility

Monash Connect Student Advisor

- 5.4. If the loan is approved, the Student Advisor is to create a student loan in SAP and prepare a loan agreement form. Copies of identification and the student bank statement are stored by Monash Connect. Documentation is to be sent to the student for review and to seek independent legal advice.

Responsibility

Monash Connect Student Advisor, Student

- 5.5. The student is required to review, sign and return loan agreement to Monash Connect within 48 hours of the agreement being generated by SAP.

Responsibility

Student

- 5.6. Payment of loan monies is made directly into the student's bank account (only) or to the student directly in cash.
- 5.7. Upon payment of loan monies to the student, an encumbrance is automatically applied to the student account that prevents graduation, access to final results and the printing of an academic transcript.

Responsibility

Accounts Payable

6. Repayment

- 6.1. A loan is repayable on:
- 6.1.1. the repayment date specified in the loan agreement; or
 - 6.1.2. the date the student ceases to be a student - whichever occurs first. (in accordance with Part 50. (4)(a) Monash University (Vice Chancellor) Regulations.

Responsibility

Student

7. Student Loan – Default

- 7.1. If the student misses a scheduled repayment date, the encumbrance on a student account is updated and may result in one or more of the following:

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- 7.1.1. loss of access to library borrowing and other library services
- 7.1.2. loss of access to Monash University's computer systems, including internet and email
- 7.1.3. loss of access to enrolment records, examination results and academic transcripts
- 7.1.4. the inability to graduate until the outstanding debt is cleared.

Responsibility

Director, Student and Education Business Services or delegate (Student Finance Officer)

- 7.2. The Student Finance Officer may contact the Guarantor for payment of loan.

Responsibility

Student Finance Officer

- 7.3. Unpaid loans greater than \$400 may be referred to an external agency for collection.

Responsibility

Student Finance Officer, Accounts Receivable

8. Student Loan Write-Off

- 8.1. If all reasonable attempts have been made and the debt is not collected, the Student Loan Committee may approve the write-off of the debt. The encumbrance on the student account (7.1) will not be removed until payment of the debt has been received in full.

Responsibility

Student Loan Committee

9. Renegotiating Loan

- 9.1. If special circumstances arise, changing a student's financial situation after a loan is granted; the repayment schedule may be renegotiated by a Student Advisor and will be governed by the same terms that apply to the original loan. The renegotiated schedule must be signed by the student and the Student Advisor.

Responsibility

Monash Connect Student Advisor
Student

10. Confidentiality

- 10.1. Documentation for all loans is retained on an individual student file for each student and is subject to the University's [Privacy Procedure](#).

Responsibility

All staff

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Responsibility for implementation		
Status		
Approval Body	Academic Quality and Standards procedure Name: Meeting: Date: Agenda item:	Operational procedure Name: Date: Author:
Definitions	<p>Director, Client Services: the person occupying the position, or any successor position.</p> <p>Director, Student and Education Business Services: the person occupying the position, or any successor position.</p> <p>Loan Authority: the relevant loan committee, manager, team leader or Student Advisor as the case requires, depending on the amount of the loan or potential concerned.</p> <p>Guarantor: a person who guarantees to pay for someone else's debt if he or she should default on a loan obligation.</p>	
Legislation Mandating Compliance		
Related Policies		
Related Documents		