



# Student Financial Loans Scheme

## Student Application Form

*Please ensure all sections are completed clearly in block letters to help us process your application quickly. Please attach all supporting documentation to this application.*

What sort of loan are you applying for?			
<b>Educational Support Loan</b>	<input type="checkbox"/>	<b>Emergency Expenses Loan</b>	<input type="checkbox"/>

Personal Details	
Student Name:	Student Number:
Date of Birth:	Home Phone:
Address:	Mobile Phone:
	Email 1:
	Email 2:

Next of kin	
Name:	Home Phone:
Address:	Mobile Phone:
	Email:

You will need to provide full details of **two personal referees** who may be contacted for checks. **Please note that these referees must not be USQ students or staff members.**

Referee 1	
Name:	Home Phone:
Address:	Mobile Phone:
Relationship:	Email:

Referee 2	
Name:	Home Phone:
Address:	Mobile Phone:
Relationship:	Email:

Finance Office Use Only

<b>Finance Loan Number:</b>	
<b>AR to process</b>	\$
<b>AP to process</b> 61607/652070/2/00	\$

Wellness Advisor Use Only

<b>Assessment Officer:</b>	
Date sent to Finance:	
Data completed on SharePoint?	<input type="checkbox"/>

Emergency Expenses Loan Only: When cash is received	
Payment Details	Cash Receipt (Toowoomba Only)
Cash received from USQ for Emergency use as per the loan contract.	\$Value:
Student Signature:	Date:
Finance Officer Signature:	

Repayment Plan: To be discussed with the Loans Officer	
Requested Loan Amount:	
Loan Period (months)	Final Payment Date:
Repayments By: Lump Sum <input type="checkbox"/> Installments <input type="checkbox"/> Weekly: <input type="checkbox"/> Fortnightly: <input type="checkbox"/> Monthly: <input type="checkbox"/>	

The University may withhold all or any academic results, grades or awards of the borrower until any outstanding Amount Payable owed under this contract has been paid to the University. I acknowledge that all legal costs or collection fees incurred in recovery of this loan will be my responsibility.

The Important Information relating to the USQ Student Financial Loans Scheme is incorporated into and forms part of the terms of this Loan Agreement. I acknowledge that I have received and understood the Student Financial Loans Scheme – Important Information and I agree to abide by all the terms and conditions of this Loan Agreement.

I agree to use the Loan proceeds only for the purposes stated in my Loan Application. I confirm that the information contained in this Loan Agreement is correct and true.

Student's Signature:	Date:

<b>Office use only</b>		Applicant's Academic Record (GPA)? _____		New Student: <input type="checkbox"/>	
Educational Support Loan	<input type="checkbox"/>	<input type="checkbox"/> Textbooks	<input type="checkbox"/> Study Materials		
		<input type="checkbox"/> Study related Travel	<input type="checkbox"/> Computer		
Emergency Expenses Loan	<input type="checkbox"/>	<input type="checkbox"/> Food	<input type="checkbox"/> Medical		
		<input type="checkbox"/> Rent	<input type="checkbox"/> Childcare		
<b>Outcome</b>					
<b>Decision:</b>		<input type="checkbox"/> Loan Approved		<input type="checkbox"/> Loan Not Approved	
If 'not approved' please give brief explanation:					
_____					
_____					
_____					
<b>Signature:</b> (Director, SS&W or nominated delegates)		<b>Signature:</b> (Director, SS&W or nominated delegates)			
Date:		Date:			
Total Amount	Bookshop:				
	EFT:				
	Vendor:				
TMBA Emergency Loan Only	Cash:				
	Total:				

## Equity Information

<b>Please tick the appropriate box</b>	
<b>Full time student</b> <input type="checkbox"/>	<b>Part time student</b> <input type="checkbox"/>
<b>Program:</b>	
<b>Expected Completion:</b> Eg: sem 2, 2017	

Equity	Yes	No
<b>Do you have a disability?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you come from a rural or remote area?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', where?		
<b>Are you an international student?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are you Aboriginal or Torres Strait Islander?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are you a refugee or migrant?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', from where?		
<b>Do you have dependent children at home?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', state their ages.		
<b>Are you the first in your family to attend university?</b>	<input type="checkbox"/>	<input type="checkbox"/>

Information	Yes	No
<b>What is the purpose of this loan?</b>		
<b>Have you investigated all other sources of financial assistance?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, what sources?		
<b>What is the cause of your financial hardship?</b>		
<b>What is your main source of income?</b>		
<b>Have you previously had a Student Financial Loans Scheme loan?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, what was the loan for?		
If Yes, when was it repaid?		

It is known that students experiencing financial hardship often experience hardship in other areas. Are you currently experiencing hardship in the following areas?

	Yes	No
General money management skills / budgeting	<input type="checkbox"/>	<input type="checkbox"/>
Employment	<input type="checkbox"/>	<input type="checkbox"/>
Balancing study and other demands	<input type="checkbox"/>	<input type="checkbox"/>
Study techniques	<input type="checkbox"/>	<input type="checkbox"/>
Relationship or family issues	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input type="checkbox"/>	<input type="checkbox"/>
Gambling	<input type="checkbox"/>	<input type="checkbox"/>
Drug, alcohol or tobacco use	<input type="checkbox"/>	<input type="checkbox"/>
Risk taking behaviors	<input type="checkbox"/>	<input type="checkbox"/>
Decision making	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>
Emotional health e.g. anxiety, depression or stress	<input type="checkbox"/>	<input type="checkbox"/>
Being assertive	<input type="checkbox"/>	<input type="checkbox"/>
Home or work issues	<input type="checkbox"/>	<input type="checkbox"/>
Asking for help	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>
Career direction	<input type="checkbox"/>	<input type="checkbox"/>

## Budget

Expenses		\$
Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	
Rent / Board		
Gas		
Electricity		
Telephone/Mobile		
Food		
Take Away Food		
Transport ( <i>petrol, fares, etc</i> )		
Health ( <i>pharmacy, etc</i> )		
Incidentals ( <i>doctor, dental</i> )		
Insurance ( <i>house, car, health, etc</i> )		
Entertainment ( <i>videos, sports, etc</i> )		
Clothing		
Education ( <i>textbooks, fees, etc</i> )		
Childcare/Child Support		
Outstanding Loans/Credit		
Other lines of Credit ( <i>Afterpay, Zip Pay, Store Cards</i> )		
Vehicle registration/maintenance		
Other ( <i>Specify: gifts, subscriptions, etc</i> )		
<b>TOTAL</b>		<b>\$</b>

Income		\$
Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	
Youth Allowance		
Austudy		
Abstudy		
Family Allowance		
Family Tax Benefit		
Pensioner Education Supplement		
Disability Pension		
Newstart Allowance		
Partner		
Parents		
Casual/Part-time Work <i>Employer: _____</i>		
Full-time Work <i>Employer: _____</i>		
Scholarships <i>(CAS, CECS, USQ, etc)</i>		
Other ( <i>Specify - Child Support, etc.</i> )		
<b>TOTAL:</b>		<b>\$</b>

**Please provide documentary evidence supporting your income and your expenditure.**  
(For example: bank statements, rental leases, Centrelink income statements, pay slips)

**Office use only:**

Interview Checklist (Assessment Officer)	Confirmed
Completed all aspects of the Application form	<input type="checkbox"/>
Ensure student is aware of the Student Financial Loan Procedures Document and application criteria	<input type="checkbox"/>
Two Referees details included	<input type="checkbox"/>
USQ loan history checked	<input type="checkbox"/>
Meets GPA requirement (N/A for new students - \$500 only)	<input type="checkbox"/>
Circumstances for the loan application discussed	<input type="checkbox"/>
Photocopies of supporting documents attached	<input type="checkbox"/>
Photocopy of suitable identification	<input type="checkbox"/>
Note criteria discrepancies on application form	<input type="checkbox"/>
<b>International Students</b>	
Is the student government sponsored?	Y / N
Have you made follow up provisions with USQ International where necessary?	Y / N

Interview Notes:

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<p><b>Office use only:</b></p> <p>Wellness Advisor Signature:</p>  <p>_____</p>	<p><b>Supporting documents attached?</b></p>   <p style="text-align: right;">Quotes: <input type="checkbox"/></p> <p style="text-align: right;">Income Statements: <input type="checkbox"/></p> <p style="text-align: right;">Bookshop: <input type="checkbox"/></p> <p style="text-align: right;">ID: <input type="checkbox"/></p> <p style="text-align: right;">Other: <input type="checkbox"/></p>
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