

# Application for OS-HELP

## For Swinburne students to study overseas



Please read information for eligibility to receive an OS-HELP loan on [this web page](#) BEFORE you apply for this loan.

### SECTION A: PERSONAL DETAILS

Swinburne student ID	<input type="text"/>	Date of birth (Day / Month / Year)	<input type="text"/>
Title (Mrs, Miss, Ms, Mr etc)	<input type="text"/>		
Family name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Telephone (Home)	<input type="text"/>	Mobile telephone	<input type="text"/>
Telephone (Work)	<input type="text"/>	Facsimile	<input type="text"/>
Student email	<input type="text"/>		

### Postal address

Number and street	<input type="text"/>	Suburb/City	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>

### SECTION B: SWINBURNE ENROLMENT DETAILS

Course title	<input type="text"/>	Course code	<input type="text"/>
Enrolling faculty	<input type="text"/>		
How many credit points completed in your degree?	<input type="text"/>	How many credit points remaining in your degree?	<input type="text"/>

### SECTION C: PROGRAM TYPE (for which you are applying for OS-HELP)

- ☐ Semester exchange
- ☐ Study tour/short term program (Swinburne program)
- ☐ Overseas Internship/Placement
- ☐ Study Abroad program (non-Swinburne program) – must provide evidence

### SECTION D: OVERSEAS PROGRAM

Exchange Institution or short term/internship program name	<input type="text"/>		
Country/countries	<input type="text"/>		
Length of studies	<input type="checkbox"/> One semester	<input type="checkbox"/> Full year	<input type="checkbox"/> Other (in weeks) <input type="text"/>
Start date of overseas program	<input type="text"/>	End date of overseas program	<input type="text"/>

## SECTION E: PROPOSED LOAN AMOUNT request amount

Please tick one

- ☐ \$6,791
- ☐ \$3,396
- ☐ \$8,149\* (\*Asia **ONLY**)
- ☐ \$4,075\* (\*Asia **ONLY**)

## SECTION F: ADDITIONAL LANGUAGE LOAN (ASIA ONLY)

Students undertaking an exchange, internship, study tour or short term program in Asia are eligible for an additional \$1,085 loan. This loan is available to undertake language study before or during the program in preparation for study in Asia. Do you wish to apply for this additional \$1,085 loan?

☐ Yes ☐ No

\* You will need to provide proof of enrolment or proof of application for admissions to the language course with this application.

\* Language studies taken as a part of a course of study leading to a higher education award in respect for which the student is Commonwealth supported (for example as a part of the exchange semester) are not eligible for the additional language loan.

## SECTION G: FURTHER INFORMATION REQUIRED

In order to gain approval for an OS-HELP loan you will also require evidence that you:

- ☐ Will have already completed at least 1 EFTSL at the commencement of your intended overseas study period (usually 8 units)
- ☐ Will have at least 0.125 EFTSL remaining on your return to Swinburne after completing their overseas study period (1 unit)

By submitting a completed approved study plan signed by a course coordinator OR an approved program planner by a Course Advisor Specialist.

Please also confirm all of the following:

- ☐ You are an Australian citizen (provide copy of passport).
- ☐ You are enrolled in an undergraduate or [CSP postgraduate](#) course of study.
- ☐ You are enrolling in the equivalent of at least Swinburne 37.5 credit points at their Host institution (semester exchange) or 12.5 credit points for a study tour or short term program, or completing a mandatory experiential requirement for an internship or placement
- ☐ You have not received an OS-HELP loan on more than one other occasion.
- ☐ You are eligible for credit at Swinburne for the intended study overseas on their return to Australia.
- ☐ You are a Commonwealth Supported Student.
- ☐ You have submitted the OS Help Debt Confirmation form (compulsory) via "My financials".

To submit your OS Help Debt Confirmation form via "My Financials" you need to:

1. Log in to "My Financials" with your SIMS Username and password
2. Click on **Help Forms**
3. Click the **Add New** button to view the list of forms available
4. Select "OS Help Debt Confirmation" and click **Complete Form**
5. Complete the required details including your Tax File Number.
6. Click **Submit**. A success message will appear

Submit the completed form directly to the Swinburne Abroad office or email to [exchange@swin.edu.au](mailto:exchange@swin.edu.au) and have the subject title: OS-HELP application in email. Your payment will be transferred into your bank account up to four weeks after you are approved by Swinburne Abroad.

Note: In order that you are paid into your bank account YOU MUST enter your banking details into eStudent BEFORE you submit this application.

## STUDENT DECLARATION

I declare that the information presented in this application is true and complete in every respect and that I have not withheld any relevant information. I understand that the information collected in this form for the purpose of determining my entitlement to OS-HELP assistance. If I provide false or misleading information in applications for OS-HELP, I understand that the University may be required to disclose information contained in this form to the Department of Education, Science and Training and as otherwise authorised or required by law.

Signature of applicant..... Date DD/MM/YYYY

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## Privacy Statement

Information collected in this application is for the purposes of selecting participants for student exchange and the awarding of Swinburne Education Abroad Travel Grants. Except as required by law, this information will be for use by Swinburne University of Technology use only. In some cases, it may be necessary to forward details such as your name, date of birth, citizenship, degree, email address and intended areas of study to a partner institution as part of the nomination process.

Can we forward this information? ☐ Yes ☐ No

Swinburne collects uses and destroys your details in accordance with Swinburne's privacy policy which is available on Swinburne's website, [www.swin.edu.au](http://www.swin.edu.au). If you have any queries in relation to your personal details, please contact Ms Stewart Collins, Manager, Swinburne Abroad on 9214 5203.