

STUDENT LOAN PROCEDURES 2022

Issued by: Chief Financial Officer

Dated: 17 August 2022

Last amended:

Signature:

Name: Mr Wayne Andrews

1 Purpose and application

- (1) These procedures apply to:
- (a) the provision and management of student loans; and
 - (b) all staff, students and affiliates.

2 Commencement

These procedures commence on 17 August 2022.

3 Interpretation

FCT	means the Financial Control and Treasury unit in the Vice-Principal (Operations) portfolio.
non-award course	means a program of study at the University which will not lead to the attainment of a recognised award.
student	means a person who is currently admitted to candidature in an award course at the University, including a domestic or international student.
Sydney Student	means the University's student administration system used for all student applications, course details, enrolments, fees, results management and progression, awards and graduation.

University fees and charges includes, but is not limited to:

- tuition fees
- student services and amenities fees
- preliminary course costs
- incidental course fees
- additional tutorial assistance costs
- health cover costs
- establishment allowance
- stipend overpayments
- charges for administrative services provided by the University
- charges for internet use and printing
- library debts

4 General principles

- (1) An interest-free student loan may be available to a student to assist with living and study expenses, including but not limited to:
 - (a) textbooks, readers and journals;
 - (b) bond and rent payments;
 - (c) phone, electricity and gas bills;
 - (d) medical and dental bills;
 - (e) travel and accommodation costs for compulsory placements.
- (2) A student loan is **not available**:
 - (a) to assist with University fees and charges; or
 - (b) for University operated non-award courses, including continuing education courses.
- (3) A loan agreement must be signed by the student which includes the loan terms and conditions that have been approved by the Office of General Counsel.

5 Application

- (1) The student requesting financial assistance must complete the online application and upload their supporting documents in Sydney Student.
 - (a) The following supporting documents must be provided:
 - (i) a personal statement from the student (in Microsoft word) requesting they be considered for an interest-free loan and demonstrating they have the capacity to repay the loan according to the repayment terms;
 - (ii) bank account transaction history of the student's everyday account, for the past 30 days;
 - (iii) documents to support the loan application, including bills, invoices, quotes and calculations; and
 - (iv) proof of Centrelink payments, if relevant.



- (2) A Student Life Officer or Student Life Co-ordinator will review the student's application and make a recommendation for the loan or bursary assistance to the Head of Student Life.
 - (a) Student loans must be approved by the relevant delegate, as specified in the [University of Sydney \(Delegations of Authority\) Rule 2020](#).
- (3) The student will be notified in Sydney Student through the message in-tray if the student loan or bursary has been approved.
 - (a) To accept the loan, the student must sign the loan agreement and loan repayment schedule and return the original signed documents to the relevant Student Life Officer or Student Life Co-ordinator.
 - (i) The hard copy of the signed loan agreement and loan repayment schedule must be filed in the University's records management system.
 - (ii) The loan agreement and loan repayment schedule must be in the template endorsed by the Office of General Counsel.
 - (b) The Student Life Officer or Student Life Co-ordinator will record the loan in Sydney Student and arrange for payment to the student.
 - (i) Sydney Student will generate a payment request to Accounts Payable, which will email it to the Head of Student Life for approval.
 - (ii) Payment to the student will be by electronic funds transfer to the student's designated bank account.

6 Emergency cash loan payments

- (1) Emergency cash loan payments up to \$5,000 are available to students seeking financial assistance.
- (2) The Student Life Officer or Student Life Co-ordinator may assess that the student requires an immediate emergency cash payment.
 - (a) Details of the emergency cash payment will be recorded in the Sydney Student system and a payment form will be generated.
 - (b) The Student Life Officer or Student Life Co-ordinator will issue a cheque for the student.
 - (i) The cheque must be signed by two authorised bank signatories in the Office of Student Life.
 - (ii) The payment form must be signed by both the Student Life Officer or Student Life Co-ordinator and the student to acknowledge receipt of the cheque.
 - (iii) The student must also sign the loan agreement and loan repayment schedule.
 - (iv) The Student Life Officer or Student Life Co-ordinator will scan the emergency cash payment form and the signed loan agreement and email it to the Student Loans Administrator, in FCT.
 - (v) The Student Life Officer will email to the Accounts Payable team the [monthly recoup](#) for emergency cash payments.

- (3) The student can present the cheque at the NAB Broadway or Newtown branch to receive a cash payment.
 - (a) The student must produce official photo identification for the bank, including driver's licence or passport. **A student card is not acceptable.**

7 Loan extensions

- (1) Students who are unable to make a scheduled payment must complete an application for loan extension in Sydney Student, before the payment due date.
 - (a) Loan extensions will not be granted for overdue loans.
- (2) The Student Life Officer or Student Life Co-ordinator will review the loan extension application and make a recommendation in Sydney Student to the Head of Student Life for approval.
- (3) The Student Life Officer or Student Life Co-ordinator is responsible for entering details of approved student loan extensions in Sydney Student, which generates advice to FCT.
 - (a) Students who are not eligible for loan extensions will be referred to the Student Loans Administrator, FCT for management of the debt.

8 Bursary loan offsets

- (1) The Student Life Officer or Student Life Co-ordinator may assess a student as eligible for a bursary to repay a loan, depending on financial circumstances and academic performance.
 - (a) The student must submit a bursary application.
- (2) The Student Life Officer or Student Life Co-ordinator will enter details into Sydney Student which generates an approval request to the Head of Student Life.
 - (a) Approvals recorded in Sydney Student will generate advice to the Student Loans Administrator, FCT.
- (3) Upon receipt of the approval, the Student Loans Administrator, FCT will cancel the student loan in the finance accounts receivable system.

9 Financial management

- (1) The Student Loans Administrator, FCT is responsible for managing student loans in the finance accounts receivable system.
- (2) **New student loans:**
 - (a) The Student Loans Administrator will enter details of a student loan in the finance accounts receivable system after receiving notification from the Student System that the loan has been approved and accepted by the student.

- (3) **Student repayments:**
- (a) FCT will mail student loan statements to students monthly.
 - (b) Students are requested to pay the loan repayment using the [on-line web payment, BPAY or EFT \(electronic funds transfer\)](#).
 - (c) The Student Loans Administrator, FCT will review the student loan payments received daily, to verify they have been accurately applied to the nominated student loan.
 - (d) The Student Loans Administrator, FCT will review and reconcile student loan clearing and suspense accounts monthly.
- (4) **Recovery of unpaid loans:**
- (a) The Office of Student Life will review the finance accounts receivable aged analysis report fortnightly.
 - (i) **Loans which are more than four weeks overdue:** The Office of Student Life will request Student Records to apply Level 1 sanction as specified in the [Student Debtor Sanctions Procedures 2014](#).
Note: Level 1 sanction suppress the student's academic record.
 - (ii) The Office of Student Life will advise students by email that a sanction has been applied.
 - (iii) **Loans which are more than eight weeks overdue:** The Student Loan Administrator, FCT will request Student Records to apply further sanctions as specified in the [Student Debtor Sanctions Procedures 2014](#).
 - (iv) When the loan is brought up to date or repaid in full, the Office of Student Life will inform Student Records and request that student debtor sanctions be removed.
 - (b) The Student Loans Administrator, FCT will review student loans that are more than eight weeks overdue which do not have an approved payment arrangement in place and refer them to a debt collection agency.
- (5) **Write-off:**
- (a) If a student fails to make a loan repayment in the preceding 12 months and all efforts to recover the loan have failed, the relevant delegate may decide to write a student loan off as a bad debt.
Note: See [University of Sydney \(Delegations of Authority\) Rule 2020](#).
 - (b) Annually the Student Loans Administrator, FCT will prepare a list of unpaid student loans which are considered bad debts and which are proposed to be written off, and refer it to the relevant delegate for approval.
 - (c) The Student Loans Administrator, FCT is responsible for updating the Sydney Student system and finance accounts receivable system with the approved write-off.

10 Responsibilities

- (1) The **Deputy Vice-Chancellor (Education)** is responsible for:
 - (a) approving student loans and writing off bad debts over \$10,000.
- (2) The **Head of Student Life** is responsible for:
 - (a) approving student loans and writing off bad debts up to and including \$10,000;
 - (b) approving emergency student cash payments up to and including \$5,000.
- (3) The **Student Life Officer or Student Life Co-ordinator** is responsible for:
 - (a) assessing loan applications and providing recommendations to the Head of Student Life.
- (4) The **Student Loans Administrator, Financial Control and Treasury** is responsible for:
 - (a) maintaining student loans in the finance accounts receivable system;
 - (b) reconciling student loans clearing and suspense accounts monthly;
 - (c) issuing monthly loan repayment schedules to students; and
 - (d) informing Student Support Services of any outstanding loans and bad debts to be written off.

11 Rescissions and replacements

This document replaces the *Student Loan Procedures – Accounts Receivable* which commenced on 10 December 2010, which is rescinded as from the date of commencement of this document.

NOTES

Student Loan Procedures 2022

Date adopted: 17 August 2022

Date commenced: 18 August 2022

Administrator: Director, Financial Control and Treasury

Review date: 17 August 2027

Rescinded documents: *Student Loan Procedures – Accounts Receivable*

Related documents: [University of Sydney \(Delegations of Authority\) Rule 2020](#)

[Student Debtor Sanctions Policy 2014](#)

[Student Debtor Sanctions Procedures 2014](#)

AMENDMENT HISTORY

Provision Amendment

Commencing