

UNIVERSITY OF CANBERRA Student Financial Assistance Scheme APPLICATION & AGREEMENT FORM



PERSONAL DETAILS OF APPLICANT:

Student Number _____

Title _____ Family name _____

First name _____ Other names _____

Date of Birth _____ / _____ / _____

Driver's license number (if applicable) _____

Term/ Residential Address

Line 1 _____

Line 2 _____

Suburb / Town _____

State _____ Postcode _____ Country _____

Employer's Name & Address:

Contact Details:

Work phone: () _____ Home phone: () _____

Mobile phone: _____

PERSONAL DETAILS OF GUARANTOR:

Title _____ **Family name** _____

First name _____ **Other names** _____

Date of Birth _____ / _____ / _____

Driver's license number (if applicable) _____

Term/ Residential Address

Line 1 _____

Line 2 _____

Suburb / Town _____

State _____ Postcode _____ Country _____

Employer's Name & Address:

Contact Details:

Work phone: () _____ Home phone: () _____

Mobile phone: _____

FINANCIAL DETAILS – All details on this page must be completed

Proposed loan: \$ _____

Previous borrower: Yes / No

Income per fortnight (employment)	\$
Austudy per fortnight	\$
Other income per fortnight (eg. Parents' support)	\$
TOTAL FORTNIGHTLY INCOME	\$

FORTNIGHTLY EXPENDITURE:

Rent	\$
Loan payments	\$
Food	\$
Telephone including mobile	\$
Electricity/ Gas	\$
Motor vehicle/ Transport	\$
University costs (including textbooks and other course costs)	\$
Insurances/ Home & Contents, vehicle, health	\$
Entertainment	\$
Personal items including clothing	\$
Childcare	\$
Other	\$
TOTAL FORTNIGHTLY EXPENDITURE	\$

Total income (as above)	
Total expenditure (as above)	
Surplus	
Less loan payments this loan	
MARGIN REMAINING	

OTHERS LENDERS INCLUDING CREDIT CARDS AND STORE CARDS:

Name	Balance	Clearance date

All details on this page must be completed**FIRST REFEREE'S DETAILS: (Preferably relatives)**

Family name _____

Other names _____

Address: _____

State _____ Postcode _____ Country _____

Employment details

Contact details:

Work phone: () _____ Home phone: () _____

Mobile phone: _____

SECOND REFEREE'S DETAILS: (Preferably relatives)

Family name _____

Other names _____

Address: _____

State _____ Postcode _____ Country _____

Employment details

Contact details:

Work phone: () _____ Home phone: () _____

Mobile phone: _____

FATHER'S DETAILS:

Family name _____

Other names _____

Address: _____

State _____ Postcode _____ Country _____

Employment details

Contact details:

Work phone: () _____ Home phone: () _____

Mobile phone: _____

MOTHER'S DETAILS:

Family name _____

Other names _____

Address: _____

State _____ Postcode _____ Country _____

Employment details

Contact details:

Work phone: () _____ Home phone: () _____

Mobile phone: _____

LOAN DETAILS:

Amount in numbers: AUD _____
 Amount in words: _____
 Purpose: _____

PAYMENT DETAILS:

NAME	ADDRESS	AMOUNT

Interest rate: _____%

Total interest to be paid: _____%

Payment details:
 _____ x \$ _____ Commencing ___/___/___
 _____ x \$ _____ Final payment ___/___/___

PENALTY INTEREST RATE CAN BE APPLIED IF DEBT IS NOT CLEARED ON THE AGREED DATE. THE RATE WILL BE 3 TIMES THE INTEREST RATE OF THE LOAN. PENALTY RATE WOULD BE _____ % IF APPLIED.

OTHER FEES (MUST BE LISTED AND DETAILED)

	\$
	\$

I, _____,

A STUDENT OF THE UNIVERSITY OF CANBERRA IN THE AUSTRALIAN CAPITAL TERRITORY

agree that the terms and conditions of the loan between the University of Canberra and myself the borrower are as follows:

1. I will repay the loan in full including the interest as per the agreed instalments and on agreed dates. The university will accept the instalments so long as these instalments comply with the terms and conditions of the loan.
2. I will immediately advise the University and the Student Financial Assistance Officer of any changes to the information that I have disclosed for this loan.
3. Should I cease to be a student, the University can demand the balance outstanding including interest calculated to the date of full clearance/payment.
4. Instead of demanding repayment of the balance of the loan, the University may allow an extension of the loan with or without penalty interest rate, which is at the discretion of The Student Financial Assistance Officer. The borrower and the University may by mutual agreement renegotiate a new loan by drafting and signing new documentation.
5. If defaults occur on the loan, the borrower is deemed to be under a financial obligation to the University. For the purpose of the Obligation's Statute the Vice Chancellor may issue a certificate under the Statute which would prevent the borrower/ student from continuing with their studies, enrolling, receiving a testamur, transcript or any other documentation awards or prizes from the University.
6. If in default legal action will be instigated for the recovery of the outstanding balance including interest and penalty interest. In addition, all cost associated with the collection of the default will be recoverable from the borrower.
7. If in default, you will be listed with our credit reporting agency and personal details provided by you, the borrower, on your application will be passed on to this agency.
8. You are not required by the University to have consumer credit insurance.

WITNESS **DATED** ___/___/___ **APPLICANT** **DATED** ___/___/___

**PRIVACY ACT AND PROTECTION OF PRIVACY
CONSENT BY APPLICANT AND GUARANTOR
PRIVACY ACT 1988**



**UNIVERSITY OF
CANBERRA**
AUSTRALIA'S CAPITAL UNIVERSITY

UNIVERSITY: UNIVERSITY OF CANBERRA

APPLICANT: _____

GUARANTOR (IF APPLICABLE): _____

The Applicant and the Guarantor, if any, acknowledge that I/we have made an application for credit from the **University of Canberra**.

I/we agree that the University (and any other financier who at any time provides or has my interest in the credit) can do any of the following at any time:

1. Consumer information
Seek and use consumer credit information about me/us to assess an application for consumer credit.
2. Commercial credit information
Seek and use commercial credit information about me/us to assess an application for consumer credit.
3. Collection of overdue payments
Seek and use a credit report about me/us provided by a credit reporting agency to collect overdue payments from me/us.
4. Exchange of information between credit providers
Seek from and use or give to another credit provider (including without limitation any other credit provider who has lent money on the same security) information about my/our credit worthiness, credit standing, credit history or credit capacity. In particular, the University may provide a credit opinion on me/us.
5. Exchange of information with advisers:
Seek from and use or give to any broker, financial consultant, accountant, lawyer or other adviser acting in connection with any financing provided or proposed to be provided to me/us any consumer or commercial credit information.
6. Provide information to credit reporting agencies
Give to a credit reporting agency personal or commercial information about me/us. The information includes identity particulars; the fact that the University is a current credit provider to me/us; payments which become overdue more than 60 days, and for which collection action has commenced, and advice that payments are no longer overdue.
7. Advice that cheques drawn by me/us have been dishonoured more than once; in specific circumstances, that in the opinion of the University you have committed a serious credit infringement; and that credit provided to me/us by the University has been paid or otherwise discharged.
8. Provide information to Guarantors. Provide information to any person who proposes to guarantee or has guaranteed repayment of any credit provided to me/us.

Dated: ___/___/___ **Signed by APPLICANT:** _____

Dated: ___/___/___ **Signed by GUARANTOR:** _____

GUARANTEE FORM – STUDENT FINANCIAL ASSISTANCE SCHEME

In some circumstances, a guarantor may be required. You will be advised of this condition by the Loans Officer. A guarantor is compulsory for first year students of the University of Canberra.

TO: UNIVERSITY OF CANBERRA (The University)

GUARANTEE: (Student's name) _____

In consideration of the University having entered into a loan for the above person (GUARANTEE), I/we _____
Of _____

Hereby guarantee the due and punctual repayment of the loan and interest to the University.

This guarantee shall be a continuing guarantee and shall not be affected by any indulgence shown by the University to the borrower.

I/ we shall be liable for any unpaid amounts as if I/ we were a principal debtor.

I/we have been offered the opportunity to seek legal advice.

I/we have been given the opportunity to read the document prior to signing and we have been provided with a copy of the document.

By signing the document I/we acknowledge that I/we are prepared to guarantee the loan and understand the obligation should default occur including the personal particulars we have provided being given to a credit referral agency.

I/We do solemnly and sincerely declare that I/We will comply with the terms, conditions and dates of this loan agreement. I/We further declare that I/We read the document and fully understand our obligation as guarantor. I/We also declare that all penalties as outlined in the documentation in relation to default has been explained in full.

DATED: ___/___/___

GUARANTOR'S SIGNATURE

GUARANTOR'S SIGNATURE

Witness full name: _____

Witness address: _____

Witness employer: _____

Witness signature: _____

IMPORTANT

BEFORE YOU SIGN:

- ✓ Read the contract document so that you know exactly what contract you are entering into and what your obligations are under the contract.
- ✓ Ensure that all blank spaces are crossed out.
- ✓ Ensure you receive a copy of the contract.
- ✓ Do not sign the contract if there is anything you do not understand.
- ✓ Do not sign the document if you have not provided the correct or true information.

THINGS YOU MUST KNOW:

- ✓ Once you sign the document, you will be bound by the contract. You may end the contract by advising the Student Financial Assistance Officer in writing that you do not require the credit.
- ✓ If you take out credit insurance the University cannot insist on any particular company.
- ✓ The University cannot alter or change the terms and conditions of the loan contract without your consent in writing.
- ✓ There are no fees or penalties for early payment. However any cost associated with default can be redeemed as per contract.

I, _____,

A STUDENT OF THE UNIVERSITY OF CANBERRA IN THE AUSTRALIAN CAPITAL TERRITORY

Do solemnly and sincerely declare that the information and answers provided in this loan application are true and correct in every detail. I further declare that the monies provided through this loan will be utilised by me solely for the purpose and reason that I have indicated and that these funds will assist me with the completion of my studies at the University of Canberra. I further declare that I will comply with the terms, conditions and dates of this loan agreement and that I have read the document and fully understand my obligation. I also declare that all penalties as outlined in the document in relation to default has been explained in full.

WITNESS DATED ___/___/___

APPLICANT DATED ___/___/___

I certify that the borrower signed this form and that I have confirmed and verified that the above signature is the actual signature of the borrower. I further certify that the borrower qualifies to borrow under the scheme as an Australian student or resident.

DATED ___/___/___

AUTHORISED OFFICER – UNIVERSITY OF CANBERRA

