

Financial assistance information sheet

Deakin University, through the Division of Student Administration, provides assistance to students who are in financial need and who are progressing satisfactorily with their studies.

The loans and grants are intended to support students who, without assistance, would be unable to complete their studies.

Your application will be assessed, along with your supporting documents, to determine the best available financial support for you. The types of financial assistance that the Division of Student Administration provide are:

- Interest-free student loans (up to a maximum value of \$2000)
- General student grants (one-off payment) of an amount determined by the Director, Student Administration Services.

Eligibility criteria

The following criteria apply:

- You must be enrolled in an award course at Deakin University, such as a bachelor degree, graduate certificate or diploma, associate degree, masters or PhD. Non-award enrolment, Deakin College, DUELI and exchange students are not eligible to apply
- You must be at least 18 years old at the time of application
- You must be progressing satisfactorily with your studies, and must not have a fee or academic encumbrance or probation on your academic record
- The University reserves the right to reject an application if you have a poor repayment record in relation to previous loans or you cannot demonstrate the ability to repay (in the provision of a loan).

How to apply

1. Complete the Financial Assistance Application Form
2. Provide the following documentation:
 - Copy of Deakin Card (Cloud students who do not have a Deakin card must provide other photo ID)
 - A second form of ID eg. driver's license, passport, Medicare or Health Care card
 - Proof of income - at least two recent payslips and/or current Centrelink Income Statement
 - Current bank account statement for past 3 months (screenshots of your account are not acceptable.)
 - A quote/invoice for the item/bill that you require financial support with.
3. You can submit your application and documentation by email to finasst@deakin.edu.au. If you prefer to lodge it in person, you can do so at Student Central on any campus.
4. You may be required to complete additional forms or provide further documents for the purpose of financial support. If applicable, guarantor forms will be posted or emailed to proposed guarantor, to be returned to Deakin University prior to seeking approval of a loan
5. You will be contacted with the outcome of your application.

Further information

Please call or visit Student Central on your campus.

Melbourne Burwood Campus

Contact: Student Central on (03) 9244 6333
Building HE, Level 2 or
Building Y, Level 1 or
Building N Atrium, Level 1 or
Elgar Rd Building LB Level 2.

Geelong Waterfront Campus

Contact: Student Central on (03) 5227 2333
Student Central Hub Building D Level 2

Warrnambool Campus

Contact: Student Central on (03) 5563 3333
Building H, Level 1

Geelong Waurn Ponds Campus

Contact: Student Central on (03) 5227 2333
Building JB, Level 2 or
Building DD Level 2



Acceptable categories for financial assistance from Deakin University

Loans are provided to help with unexpected expenses that would otherwise prevent you from completing your studies. All applications will be assessed on a case by case basis. The kinds of things we can help with are listed below:

Living essentials

- Food
- Accommodation (bond, rent, utilities)
- Urgent house repairs
- Basic essential furnishings to establish living environment

School related

- Text books
- Computer/computer repairs
- Study equipment (eg. lab coats, calculators etc)
- Uniforms for course placements
- Travel for University events (eg. workshops, conferences)

Health (out of pocket expenses only)

- Urgent medical needs (eg. glasses, hearing aids, prescriptions)
- Emergency dental work

Transport (to campus)*

- Car purchase
- Car repairs/maintenance
- Bike purchase

*you must provide reasons as to why public transport isn't feasible

Childcare

- Unexpected short term childcare, as a result of study related
- issues (eg. change of placement dates)

Emergency

- Emergency relief following fire, illness, theft etc.
- Emergency travel home
- Extenuating circumstances (should be referred by a counsellor)

Loans cannot be provided for:

- Fines
- Parking permits
- Tuition fees
- Credit cards, or other personal debts
- Non-essential appliances
- Shares or investment interests
- Non-essential house repairs
- Expenses incurred by person/s other than the student (eg. partner, friend, child)
- Childcare or school fees for children
- Holidays
- Elective medical procedures



Financial assistance application form

Incomplete applications will not be accepted



Applicant's details

Driver's licence/photo ID no.

Student ID no.

Title Family name

Given names

Age Date of birth

Trimester address

Street

Town/suburb

State

Postcode

Deakin email address

Permanent address

Street

Town/suburb

State

Postcode

Mobile phone

Home phone

Course details

Course code

Course name

Current year of course

Expected completion

Select campus

Select enrolment status



Financial assistance

What is the reason for assistance?

What is the amount required?

Your budget for the year

Please complete Income and Expenses sections carefully.

Income

(Estimated and known income for period: 1 January - 31 December)

You are required to include your spouse's or partner's income (if applicable).

Employment income - Average weekly earnings			
November - February (T3)	\$	x 16 weeks =	\$
March - October (T1 & T2)	\$	x 32 weeks =	\$
Total Employment Income			\$

(a)

Other weekly income - Average weekly earnings			
Centrelink payments	\$		
Type of allowance?			
Family assistance benefit	\$		
Partner's income (if applicable)	\$		
Parental allowance	\$		
Other (please specify)	\$		
Other (please specify)	\$		
Total other weekly income	\$	x 52=	\$

(b)

Lump sum (annual income)			
Bank balance as at / 20	\$		
Scholarship payment (inc. Centrelink Start-Up)	\$		
Other (please specify)	\$		
Total lump sum income			\$

(c)

Total Income for the year (a+b+c) \$

Financial assistance application form



Expenses

(Estimated and known expenses for period: 1 January - 31 December)

You are required to include your spouse's or partner's and dependant's expenditure (if applicable).

Weekly expenses			
Rent/Board/Mortgage Payment (circle)	\$	It is not necessary to include 'cents' - all amounts should be rounded to the nearest dollar.	
Bills (gas, electricity etc.)	\$		
Mobile phone/internet usage	\$		
Food (lunches, groceries, etc.)	\$		
Transport (public transport fare, petrol)	\$		
Spending money (clothing, entertainment etc.)	\$		
Commitments to your children (e.g. school fees)	\$		
Other weekly expenses (please specify)	\$		
Total weekly expenses	\$	x 52=	\$

(d)

Annual costs			
Accommodation related			
Establishment costs: bond	\$	It is not necessary to provide establishment costs if you are in the same residence as last year.	
Furniture	\$		
Utility costs	\$		
Other accommodation costs	\$		
Total accommodation costs			\$
Course related			
Course fees (if required to pay upfront)	\$		
Course materials	\$		
Total course related costs			\$
Outstanding debts - repayment in this year			
Credit card	\$		
Other due loans	\$		
Total outstanding debts			\$
Other costs			
Transport concession card	\$		
Transport costs	\$		
Car costs - registration/insurance etc.	\$		
Other (please specify)	\$		
Total other costs			\$

(e)

(f)

(g)

(h)

Total expenses for the year (d+e+f+g+h) \$

Financial assistance application form



Financial situation

Please detail your current financial circumstances
(Please attach additional details on a separate page if necessary).

What actions have you taken to overcome your financial difficulties?

Financial assistance application form



Student loan and grant history

Have you previously received a loan or grant at Deakin University?

Yes No

If yes, please provide details.

Year granted	Amount	Due date (if for a loan)
	\$	
	\$	
	\$	
	\$	

Are you an: (please tick)

Australian Citizen

Australian Permanent Resident

International Student

Alternate contact

You must nominate an alternate contact who will continue to be in contact with you on a long-term basis. This contact must reside at a different address to you and must supply a current residential (not a business or PO Box) address.

Contacts cannot be: students, Deakin University staff or anyone residing at the same address as a potential guarantor.

Applicant alternate contact details

Relationship to Student:

Title Family name Given names

Residential address

Town/suburb State Postcode

Phone Email address (mandatory)

Declaration by student

Please read this declaration carefully.

I declare the information that I have provided to be true and accurate. I acknowledge that false and misleading information may result in forfeiture of all rights and privileges associated with access to loans and grants and may lead to debt recovery practices being implemented. I also acknowledge that the loan or grant, upon approval, will be spent in good faith and in accordance with my statement of financial need.

Student's signature

Date

Financial assistance application form



Guarantor

The guarantor form will only be used if you are eligible for a student loan.

The University requires you to have a guarantor if you receive a loan and are a 1st year, 1st trimester student or for loans above \$500. The Guarantor will become responsible for your debt if you default on repayment. Guarantors cannot be:

- students from any tertiary or TAFE institution
- your spouse or house mate
- your alternate contact
- staff of Deakin University or its affiliated institutions.

A Guarantor must be over 21, an Australian citizen or Australian permanent resident and financially secure. They will be required to counter sign all loan documents and a separate legal guarantee document in the presence of an unrelated independent witness.

Note: If the proposed guarantor is deemed unsuitable an alternate guarantor will be requested.

Guarantor details

Title Family name

Given names

Relationship to student:

Residency status

Residential address

Town/suburb

State

Postcode

Home phone

Mobile phone

Email address (mandatory)

Occupation

Company name

Repayment terms

Approved loans are paid to the borrower by Electronic Funds Transfer (EFT) or may be credited to your Deakin Card. You will be mailed a monthly statement by the first week of the month if you are approved for a student loan.

If a loan is approved, you will be responsible for maintaining up to date monthly repayments of the loan either in person, by mail, by BPAY or over the phone.



Reminders

Incomplete applications will not be accepted

Have you done the following:

Have you completed all sections of this application?

Have you signed and dated the student declaration?

Have you attached a quote/invoice for item/bill if required?

Have you provided proof of your income - Current Centrelink Income Statement and/or 2 pay slips?

Have you provided two forms of ID?

Have you attached a current bank account statement for the past 3 months?

What now?

Please visit Student Central at your campus to submit your application or email direct to finasst@deakin.edu.au

Please bring with you all required supporting documentation to avoid delays.

Melbourne Burwood Campus

Contact: Student Central on (03) 9244 6333
Building HE, Level 2 or
Building Y, Level 1 or
Building M & N Atrium, Level 1 or
Elgar Rd Building LB Level 2.

Geelong Waurin Ponds Campus

Contact: Student Central on (03) 5227 2333
Building JB, Level 2 or
Building DD Level 2

Geelong Waterfront Campus

Contact: Student Central on (03) 5227 2333
Student Central Hub Building D Level 2

Warrnambool Campus

Contact: Student Central on (03) 5563 3333
Building H, Level 1

The information collected in this form is used solely for the purpose of administering financial assistance.

Financial assistance application form



Notes