

# Procedure: Short-term financial assistance for students

## Purpose

This document outlines the process through which the University determines eligibility for short term emergency financial assistance for students in need when University funding is available through the Deputy Vice-Chancellor (Student and University Experience).

## Procedure

1. Short term financial assistance provided by the Deputy Vice-Chancellor (Student and University Experience) under this procedure is in the form of:
  - a. Short-term emergency bursaries for the purpose of financially assisting a student with non-recurring, unforeseen circumstance(s); and
  - b. International Student Emergency Aid grants that are specific to international students.
2. The allocation criteria for short-term emergency bursaries is determined by a Committee within 30 days of money being made available by the Vice-Chancellor in a separate ANU ledger account for the purpose of short-term financial assistance.
3. The Committee comprises:
  - a. a nominee of the Deputy Vice-Chancellor (Student and University Experience) as Chair (ex officio)
  - b. a nominee of the Registrar, DSAAS
  - c. a nominee of the President, ANUSA;
  - d. a nominee of the President, PARSA; and
  - e. the Dean of Students or nominee.
4. Quorum for the Committee consists of the Chair, the Registrar's nominee, and at least two additional members.
5. The Committee:
  - a. may meet in person or by electronic communication as the case requires;
  - b. prepares and produces any bursary application forms and advisory materials;

- c. where applicable, prepares a communications plan to ensure the dissemination of relevant information to those impacted students where the funding is designated for a particular impacted group of students that may not be aware of the financial assistance available;
  - d. determines maximum amounts of the bursary money that can be allocated per student under that bursary;
  - e. determines who will assess the applications for bursary moneys;
  - f. determines the criteria for eligibility for the bursary and the criteria for specific monetary amounts within the maximum amount of funding;
  - g. determines how applications will be checked for accuracy and what mechanisms will be used to ensure that the student is not using alternative funding for the same purposes;
  - h. determines if a review of any aspect of the allocation of short-term emergency bursaries is required and how the review will be conducted;
  - i. determines how students will be advised on the outcomes of any applications;
  - j. provides a report annually to the Academic Board and the Vice-Chancellor on the number and amount of bursaries applied for and awarded, and annual financial statements.
6. The Chair:
- a. calls for meetings of the Committee when required;
  - b. ensures that commitments do not exceed available funds;
  - c. liaises between relevant parties; and
  - d. organises payment of bursaries in collaboration with the Director, Finance and Business Services.
7. Bursaries are only provided by the Deputy Vice-Chancellor (Student and University Experience) to students where:
- a. it is for a purpose directly related to the person's enrolment at ANU; and
  - b. applicants provide evidence of genuine hardship, i.e. acute or chronic circumstances which put their continuing enrolment in jeopardy; and
  - c. the bursary contributes to the resolution of a problem that is one-off, unforeseen and non-recurring in nature; and
  - d. it is not for the purchase, repair or registration of a motor vehicle; and
  - e. it is not for the payment of debts or loans including student contributions and tuition fees; and

- f. applicants are not in receipt of a scholarship of more than A\$5,000 that covers living expenses; and
  - g. financial assistance from all other forms of assistance and support, for which the student is eligible, have been exhausted.
8. All bursary applications for financial assistance are accepted from students that are enrolled in an ANU program.
9. Applications for financial assistance are treated confidentially.

### *Applications*

10. Applications are normally made only after a student has consulted with the [ANUSA Student Assistance Team](#) or [PARSA Student Assistance Team](#) and been considered for a bursary from ANUSA or PARSA.
11. Applications must be made on the form established by the Committee and include:
- a. the amount requested;
  - b. a statement as to the purpose of the request;
  - c. supporting documentation; and
  - d. a statement attesting that the information supplied is true, complete and correct and that the bursary will be repaid if they receive alternative funding for the intended purpose of the bursary (including through an ANUSA or PARSA bursary).
12. The Committee may interview an applicant if desired.
13. An outcome is advised to the applicant.

### *Bursaries: General*

14. The funds are to be maintained in a separate ledger account. Annual financial statements are the responsibility of the Finance and Business Services Division.
15. Funds unexpended in any given year may be carried forward into the next year.
16. Where a bursary is approved, when possible the Chair of the Committee arranges for direct payment relevant expenses, or arranges for payments made directly to the student, and charged to the bursary account.

### *International Student Emergency Aid Grant*

17. In the event the Vice-Chancellor allocates funding for the International Student Emergency Aid scheme:
- a. Aid is capped at a maximum of \$3,000 per student per application. Provision of assistance above this \$3,000 cap may occur in extraordinary circumstances on

recommendation of the assessment panel to the Deputy Vice-Chancellor (Student and University Experience) for approval;

- b. An International Student applies for Emergency Aid by completing the [Application for International Student Emergency Aid Form](#);
- c. Students will be advised about the outcome of their application by email within 20 working days from the date of receipt of the application.

18. In addition to the general requirements, a successful applicant for International Student Emergency Aid meets the following criteria:

- a. is the holder of a current visa that permits study;
- b. is in their final year of study
- c. has been enrolled at ANU for at least one year;
- d. has a letter of support from their supervisor if a PhD student;
- e. has previously paid their tuition fees by the due date as stipulated by DSAAS;
- f. has demonstrated successful progress throughout their academic program;
- g. does not hold an Australian Government Research Training Program International Fee Offset Scholarship, an ANU Scholarship, Australia Award scholarship or a similar scholarship that meets both tuition and living expenses; (the only exception being in the case of an unexpected medical condition that requires treatment over and above what is provided for by [Overseas Student Health Cover](#) (OSHC)); and
- h. is able to demonstrate the necessity for the financial assistance by explaining their change in financial circumstance.

19. Complaints are referred to the [Student grievance and complaint resolution policy](#) and [procedure](#), where applicable.

20. All requests and/or complaints from students, and decisions regarding the requests and/or complaints are placed on the student file in the [University's Electronic Records Management System \(ERMS\)](#) to ensure compliance with the record keeping requirements set out in the [Records and archives management policy](#). Where appropriate, documents are placed on a confidential file.

## Document information

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