Learning Abroad and OS-HELP Procedure

Section 1 - Purpose

(1) This procedure supports the Learning Abroad and OS-HELP Policy by stating detailed responsibilities and requirements in relation to learning abroad.

Scope

(2) This procedure has the same scope as the Learning Abroad and OS-HELP Policy.

References

(3) Where a supporting document is referred to in this procedure, it will be listed on the associated information tab.

Section 2 - Glossary

(4) Terms used in this procedure are defined in the glossary section of the Learning Abroad and OS-HELP Policy.

Section 3 - Policy

(5) This procedure supports the Learning Abroad and OS-HELP Policy and should be read alongside it.

Section 4 - Procedures

Part A - Eligibility and applications

Eligibility for learning abroad

(6) The Learning Abroad and OS-HELP Policy allows for eligibility standards for learning abroad programs to be relaxed in certain circumstances.

(7) A request for relaxation of the learning abroad program's eligibility standards must be made in writing to the Manager, Charles Sturt Global.

(8) The request must include all supporting material, including how the applicant or student meets the requirement through alternative means.

Applications for learning abroad programs

(9) An application must be submitted in accordance with requirements published on the learning abroad section of the website.

(10) Applicants must demonstrate through their application that they are likely to be a good ambassador for the University and that they are fit for travel.

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(11) Applicants must disclose any pre-existing medical, physical and mental health conditions and may be required to provide a medical clearance from a doctor.

(12) The Charles Sturt Global team will assess that applicants meet the University and host institution eligibility requirements.

(13) The Charles Sturt Global team will then, either:

a. progress the application, including to the host institution or service provider (if applicable) and inform the applicant of this in writing, or
b. inform the applicant in writing of the application outcome.

Applications for funding for learning abroad

(14) An application for funding must be submitted in accordance with requirements published on the learning abroad section of the website.

(15) Applications for funding associated with an outbound learning abroad program must be supported by evidence that the applicants have been accepted onto a learning abroad program and that their participation has been approved by the Charles Sturt Global team.

Provision of information and assistance

(16) The Charles Sturt Global team will publish information about estimated costs, available destinations, availability, and eligibility on the learning abroad section of the website.

(17) The Charles Sturt Global team will assist applicants through the provision of information and guidance on the availability of learning abroad programs, eligibility, and with completion of applications.

Part B - Responsibilities of applicants, participants, students and staff

Applicant and participant responsibilities

(18) Any deposit, fees, participation costs, and disbursements required for a learning abroad program must be paid by the date advised.

(19) Any evidence of travel and medical insurance required for a learning abroad program must be to the satisfaction of the Charles Sturt Global team.

(20) Returnee requirements for a learning abroad program must be completed to the satisfaction of the Charles Sturt Global team.

Applications for credit for learning abroad

(21) Applications for pre-approved credit for learning abroad programs must be made by the student, in writing, to the respective Course Director. If approved, a copy of the approval must be supplied to the Charles Sturt Global team.

(22) The relevant faculty or school will verify that the applicant will continue to meet applicable course progression requirements if they undertake the proposed learning abroad program.

Requirements for staff participating in learning abroad programs

(23) Staff must have successfully completed training programs as required by the Manager, Charles Sturt Global.

(24) The Charles Sturt Global team will assess:

a. that the staff member meets University and host institution requirements, and
b. employee records for any matter that may affect delivery of a learning abroad program.

Part C - Funding for learning abroad programs

University obligations

(25) If the number of applicants for funding exceeds the number of funded places specified in the funding rules, and the funding rules do not specify how the allocation of places is to be handled in such a circumstance. The Manager, Charles Sturt Global will determine the allocation of places after considering:

a. the aims of the funded learning abroad program
b. the number of places available under the funded learning abroad program
c. the number of applicants for the funded learning abroad program
d. information supplied by each applicant in their funding and program applications, and
e. options for the fair and equitable allocation of places.

(26) Applicants whose funding application is not successful, or those who are not eligible to apply, may still participate in the learning abroad program on a self-funded basis.

Part D - Overseas Higher Education Loans Program (OS-HELP)

(27) Students will be provided with information on OS-HELP, including eligibility requirements, by the Charles Sturt Global team.

(28) Information on OS-HELP will be provided on the learning abroad section of the website.

(29) Students may apply for OS-HELP loan upon acceptance into an eligible learning abroad program by the Charles Sturt Global team, and prior to the completion of the learning abroad program.

(30) Students may apply for OS-HELP when away from Australia.

(31) The Division of Student Experience will confirm specific aspects of the student's eligibility in line with both the Government and University policy, and notify the student of the outcome of their application.

(32) Successful applicants will be required to complete an OS-HELP Electronic Commonwealth Assistance Form (eCAF) by the census date of the session in which the OS-HELP has been approved.

(33) An automated report is generated/submitted to the Division of Finance, upon submission of the eCAF by the student. The Division of Finance will process payment of the loan.

(34) OS-HELP debt is taken to be incurred on the day that the OS-HELP loan assistance is paid to the student.

Part E - Review and appeal

Request for review

(35) An application for review must:

a. specify the grounds of review

b. include all relevant information, including supporting documentation, and
c. be made no later than ten working days after notification of the relevant decision.

(36) Applications must be made in writing to the Manager, Charles Sturt Global.

(37) The Manager, Charles Sturt Global will notify the outcome of the review no later than ten working days after receipt of the request for review.

(38) Where a person remains aggrieved after review decision is made, or where the decision is not made within the timeframe stipulated within the procedure, an appeal may be made under the University Student Appeals Procedure.

Section 5 - Guidelines

(39) Refer to the Learning Abroad Guidelines.

Section 6 - Document Context

Compliance drivers	N/A
Review requirements	As per the Policy Framework Policy.
Document class	Management

Status and Details

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