

Application for Emergency Aid

Student Connect

Note: you must attend an appointment with the Student Financial Support Officer to discuss financial support before completing this application form.

When completing the details on this form please PRINT clearly.

1. Personal Details

Student ID Number		Date of Birth		Title	
Family Name					
Given Names					
Semester Address					
				Postcode	
Contact Phone Number(s)					
Email address					

2. Details of current enrolment

Program Name					
Current year of study		Initial year of enrolment			
Mode of study	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> On-campus <input type="checkbox"/> Off-campus (Online Learning)				
Number of enrolled units		Anticipated completion	Semester:	Year:	

3. Details of your request

Please outline the reasons you require emergency aid and the manner in which you intend to use it:

Total amount of financial assistance requested (\$)	

4. Please provide the following details

How is your current situation affecting your studies? (Please attach an extra page if needed)

What have you done / or what are your plans in order to resolve your crisis?

Application for Emergency Aid

Student Connect

5. Document Checklist

1. Application for Emergency Aid (completed and signed);
2. Student Card and Driver License or valid Passport (photocopy back and front)
3. Budget Planner (available from Student Financial Support Officer)
4. Proof of financial hardship and income
(minimum 2 months bank statements/ pay slips / Centrelink advice)
5. Other (bills) – if applicable
6. Proof of enrolment

Note: you are required to provide relevant documentation to support this application. Relevant documents (such as rental agreement, bank statement, etc.) will be photocopied and returned to you.

6. Applicant Declaration

I certify that the information provided by me in relation to this application is true and correct. I understand that this information is private and confidential and that the University may only obtain information pertaining to this application with my consent

Signed:

Date:

Please forward your completed application form to the relevant campus below:

Gippsland Campus

Student Financial Support Officer
Student Connect
Federation University Australia
Gippsland Campus
Building 3N102
Churchill VIC 3842

Other FedUni Campuses

Student Financial Support Officer
Student Connect
Federation University Australia
Mt Helen Campus
PO Box 663
Mt Helen VIC 3353

7. Office Use Only

Student Financial Support Officer

Reviewed by Student Financial Support Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Requested \$	
Comments:		
Name:		
Signed:	Date:	

Approval

\$20 - \$200 Coordinator, Counselling (or nominee) or Manager, Student Connect (or nominee)	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Approved \$	
	Subject to/further information required (please state):		
	Name:		
	Signed:	Date:	

Payment details

Payee	
Amount \$	
Method	
EFT/Voucher Numbers(s)	

Application for Emergency Aid

Student Connect

Student Financial Assistance – Emergency Aid

Introduction

The purpose of Federation University Australia Student Financial Assistance Fund is to provide financial support to eligible students who are experiencing financial hardship which is adversely affecting their education. The main criteria for a student grant are the demonstration of a genuine need and the capacity for continued study may be in jeopardy due to financial hardship.

Emergency Aid will not be provided for the payment of the following University costs:

- Commonwealth supported place (CSP) charges
- TAFE or Higher Education tuition fees, material fees or ancillary fees
- Student Services and Amenities Fee (SSAF)
- student visa charges (for International students)
- holiday expenses (recreational travel)
- any debt incurred before enrolling at the University
- credit card or loan debts
- purchasing vehicles
- fines and penalties
- costs associated with moving into on-campus student residences

As the Student Financial Assistance Fund draws on a limited pool of funds, the University cannot always guarantee the availability of funds for assistance. Emergency Aid is paid in the form of vouchers and is to be used for the purchase of food, fuel, clothing and/or the payment of small outstanding household utility bills.

Eligibility criteria

The Student Financial Support Officer will review the student's eligibility as per the Student Financial Assistance Policy and Procedure:

- be currently enrolled in an award program at a FedUni campus;
- be able to demonstrate that they are experiencing financial difficulties;

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for a student grant from Federation University Australia. Other purposes of collection include communicating with you and coordinating, administering and managing the student grant and de-identified statistical analysis. If you do not complete all questions on this form, it may not be possible for us to assess the application, which could result in a delay or rejection. You have a right to access personal information that Federation University Australia holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University's Privacy Officer by email policyofficer@federation.edu.au or visit http://policy.federation.edu.au/university/general/information_privacy/ch01.php

Important information

You must complete all relevant details on the application form in order for your application to be processed.

All applications are treated as a matter of urgency.