



Guild Ordinary Loans

Terms & Conditions

- Loans **will not** be approved to pay university tuition fees or pay off outstanding debts such as credit cards, personal loans contact a Guild Student Assist Officer if you're unsure contact assist@guild.uwa.edu.au
- Students who have an Emergency loan amount outstanding will be eligible for consideration of an Ordinary Loan once approved by 2 x Guild Student Assist Officers. This will be considered on a case by case basis and at the Guild Student Assist Officers discretion. If this occurs it must be approved by a member of senior management (Associate Director) prior to providing the loan to the student. The total loan amount cannot exceed \$1000.
- All loans are repayable in full within twelve (12) months of the approval date or by the time the student graduates (whichever occurs first).
- All applicants must have at least 6 months of study left to apply for a Guild Ordinary Loan and all loans must be repaid in full prior to the student graduating. If a student has less than 6 months of study left, they must, in addition to the requirements set out later in this document, demonstrate their ability to repay the loan prior to graduating e.g. show that they are waiting on Centrelink payments or a scholarship to materialise.
- The maximum amount for an Ordinary Loan will be one thousand dollars (\$1,000.00), with no more than two (2) loans allowed per student per academic year. The first loan must be paid in full before a second loan can be applied for.
- All loans are interest free.
- A Guild Ordinary loan can only be granted to currently enrolled UWA students
- Grounds for a loan must be **directly** or **indirectly** related to a **student's studies**.
- No Ordinary loan will be granted to a person with an Ordinary Loan outstanding.
- Each loan requires one Guarantor who is an Australian citizen or Permanent Resident, who is over eighteen (18) years of age and who has the ability to repay the loan. If a Guarantor presented for consideration does not meet these criteria, the decision to accept the Guarantor must be made by at least two Guild Student Assist Officers and approved by the Guild President. Guild staff members and University students ARE NOT acceptable Guarantors.
- Regular loan repayments are to be made according to the approved repayment schedule set out in the application form. Should the student wish to alter the repayment schedule, they must contact Student Assist and obtain approval of the alternative repayment schedule.
- If a scheduled payment is not paid on time and the student has not made contact with Guild Finance or Student Assist within ten (10) working days of the overdue repayment, then the Guarantor may be contacted and requested to pay the amount owing including any penalty.
- Loans are reviewed by two (2) Guild Student Assist Officers and approved by the Guild Executive. For the Loan to be approved, it is required that two Guild Executive Officers (one being the President) provide a written response through email approving the loan.
- Confidentiality of student records will be maintained within the Guild in accordance with the Guild Privacy Policy
- If you have outstanding payments on an ordinary loan, you cannot apply for another ordinary loan.
- **Each loan requires one Guarantor who is:**
 - An Australian citizen or who holds permanent residence**
 - Is over 18 years of age**
 - Has the ability to repay the loan**
 - Approved by a Student Assist Officer**

- If a Guarantor does not meet the selection criteria, the Guild Student Assist Officer will decide whether to accept him/her as a Guarantor. Guild staff members and University students are NOT acceptable guarantors.
- The Guild Finance Officer must be notified of any change in residential address or student status within 10 working days of any change.
- Regular monthly repayments need to be made on the loan. The Guild Student Assist Officer must approve the amount and the frequency of the repayment schedule.
- If you miss a scheduled payment and you haven't contacted us within 2 working days, then your guarantor(s) may be contacted to pay the amount owing including any penalty.
- If the loan is not repaid by the last date indicated in the schedule of payments, then a \$20 penalty will apply per month for a period of 3 months, the penalty will not exceed \$60. After the 3 month penalty period has expired, the outstanding loan amount plus any penalties will be dealt with by the Guild's debt collection agency.
- Confidentiality of your loan record(s) will be maintained within the Guild in accordance with the Guild Privacy Policy, except in cases where the record needs to be forwarded to the Guild's debt collection agency.
- Loans are approved by 2 Student Assist Officers and reviewed by the Guild Executive.
- The UWA Student Guild reserves the right to refuse any loan application on any basis.

Application Process

- Once you have completed this application form and gathered all your supporting documentation together, please contact a Student Assist Officer at the Guild by emailing assist@guild.uwa.edu.au to book an appointment to lodge your paperwork. Your Guarantor will be contacted to confirm they are the signatory and that they are aware of their responsibilities.
- Confirmation of the Guarantor's approval to be listed on the loan will need to be done in writing (via email).
- If any aspect of the loan application does not meet the terms and conditions the Student Assist Officer will contact you to discuss.



Guild Ordinary Loan Application Form

Student Details

Student Number _____

Surname _____ Given Name/s _____

Address _____

Post Code _____

Telephone No _____

Email _____

Enrolled Yes No

Guild Member Yes No

Drivers License or Passport No _____

In what courses are you enrolled? _____

What is your study load? Full time Part time

Anticipated completion of course? Year _____ Semester 1 2

Income and Expenditure Form - FORTNIGHTLY

PERSONAL		GROCERIES		DEBT	
Clothing		Food/Groceries			Balance
Sports & Recreation		Cigarettes		Centrelink	Fortnightly Repayment
Entertainment		Alcohol		Credit Card 1	
Lotto		Takeaways		Credit Card 2	
Magazines/Papers		Other		Store Card i.e. Myer	
Birthdays		GROCERIES		Fines	
Cultural Events		HEALTH		Tax Debt	
Holidays		Health Insurance		Personal Loan	
Haircuts		Doctor		Hire Goods	
Union Fees		Chemist		Foxtel	
Pets		Dentist		Mobile Phone	
Other _____		Ambulance Cover		Internet	
PERSONAL TOTAL		Alternative Therapy		Lay-bys	
		Mental Health Exp		Bond Assistance	
		Other		UWA Loan	
ACCOMMODATION		HEALTH TOTAL		Outstanding Power	
Rent (your portion)				Outstanding Phone	
Mortgage Payments				Outstanding Gas	
Council Rates		TRANSPORT		Other _____	
Water Rates		Car Loan		Other _____	
Strata Fees		Car Registration		Other _____	
House Insurance		Car Insurance		TOTAL DEBT	
Contents Insurance		Petrol			
Other _____		Car Maintenance			
ACC. TOTAL		Parking			
		Public Transport			
		Other _____			
HOUSEHOLD		TRANSPORT TOTAL		TOTAL EXPENDITURE	
Gas				Personal	
Electricity		EDUCATION		Accommodation	
Water		Fees		Household	
Home Phone		SSAF		Groceries	
Mobile Phone		Textbooks		Health	
Internet		Printing/Stationary		Transport	
Foxtel		Childcare		Education	
Other _____		Other		Debt - Repayments	
HOUSEHOLD TOTAL		EDUCATION		TOTAL EXPENDITURE	

INCOME		ASSETS			
Wages		Home/Property			
Wages - Partner		Home Contents			
Centrelink Payments		Motor Vehicle 1		SURPLUS/DEFICIT INCOME	
Scholarship		Motor Vehicle 2		INCOME	
Allowance		Investments		LESS	
Maintenance		Other		EXPENDITURE	
Board		ASSETS TOTAL		BALANCE	
Other _____					
INCOME TOTAL					
LIQUID ASSETS					
Bank Balance					
Savings					
TOTAL MONEY					

Statement Date: _____

Loan History

Have you had a loan from the Guild before? Yes No

Do you owe any money to the Guild for outstanding loans? Yes No
If so, please give details:

Have you applied for a loan/credit card from another lender? Yes No

If so, please give details:

Loan Application Details

What amount of financial assistance are you requesting? \$_____ (maximum \$1000.00)

For what purpose do you require the loan?

You may provide here a statement to support your application:

Terms of the Loan and Agreement to Borrow

I _____ (student name), having student number _____,
 under take to repay the full amount of \$_____ to the UWA Guild of undergraduates.
 I will repay the loan in instalments according to the instalment schedule detailed below:

Please Note:

You must repay your loan back within 12 months of the approval date however your monthly repayments can be flexible to suit your circumstances.

Date	Amount

- A) If I am unable to make a scheduled repayment on time, I understand that it is my responsibility to contact the Guild Finance Officer finance@guild.uwa.edu.au or 6488 2295 within 48 hours of the repayment date. I am aware that failure to do so may result in my guarantor being contacted and held liable for the amount owing including any penalty, and I have informed my guarantor of this.
- B) If the loan is not repaid by the last date indicated in the schedule of payments, I understand a penalty will accrue at \$20.00 per month for a period of 3 months starting 1 calendar month after the last date indicated in the schedule of payments, with the penalty not exceeding \$60.00.
- C) After the penalty period of 3 months has expired, the outstanding loan amount plus any penalties will be placed in the hands of the Guild's debt collection agency.
- D) I agree to advise the Guild of any change in my home address or my status as a student within 10 days of such a change.
- F) I agree to the terms of this loan, and declare that the information I have provided is accurate to the best of my knowledge at the time of lodging the application.
- G) I understand that the information in this form will be managed in accordance with the Guild Privacy Policy, except in the event that the information needs to be forwarded to the Guild's debt collection agency.

Dated this: _____ day of _____ in the year _____

Signed borrower: _____

Name of witness*: _____

(See list below of persons able to witness)

Signed witness*: _____

Address of witness*: _____

Please circle applicable category.

*An authorised witness can be any of those listed below.
 Justice of the Peace, Academic, Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered Secretary, Chiropractor, Company Auditor or Liquidator, Court Officer, Defence Force Officer, Electorate Officer, Member of Parliament, Engineer, Industrial Organisation Secretary, Insurance Broker, Lawyer, Local government CEO or Deputy CEO, Local Government Counsellor, Loss Adjuster, Marriage Celebrant, Minister of Religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Psychologist, Public Notary, Public Servant (State or Commonwealth), Real Estate Agent, Settlement Agent, Sheriff or Deputy Sheriff, Surveyor, Tribunal Officer, Veterinary Surgeon, Postmaster, Police Officer, Medical Practitioner, Dentist, Pharmacist, Teacher.

Guarantor (student to complete)

You must obtain one Guarantor for this loan.

- They must be an Australian citizen or have permanent residence status AND
- They must be aged 18 years or older.
- They must not be a university student or a Guild staff member.

Please provide their name and phone number below and ask them to complete this Guarantor form, which must be witnessed by an authorised witness*. Remember to inform your Guarantor that if you are late making a scheduled loan repayment and have not contacted the Guild Finance Office, they will be contacted and required to pay the amount owing, including any penalties.

Please provide the details of your Guarantor:

Name: _____ Telephone No: _____

Relationship to you: _____ Mobile No: _____

Address: _____

Guarantor Form (Guarantor to complete)

SURNAME: _____ GIVEN NAME: _____

DRIVERS LICENSE OR PASSPORT NO: _____ DATE OF BIRTH: _____

TELEPHONE NO: _____ (home) _____ (work) _____ (mobile)

EMAIL: _____

RESIDENTIAL ADDRESS: _____

STATE: _____ POSTCODE: _____ Time there (yrs/months) _____

PREVIOUS RESIDENTIAL ADDRESS: (if current less than 3 years): _____

_____ POSTCODE: _____ Time there (yrs/months) _____

NAME & ADDRESS OF CURRENT EMPLOYER: _____

_____ POSTCODE: _____ Time there (yrs/months) _____

PHONE NO: _____ OCCUPATION: _____ Full-time / Part-time / Casual

NAME & ADDRESS OF PREVIOUS EMPLOYER (if current less than 3 years): _____

_____ POSTCODE: _____ Time there (yrs/months) _____

APPLICANT'S NAME: _____ LOAN AMOUNT: \$ _____

As you will be contacted by a Guild Student Assist Officer to confirm your guarantor status, please provide the following;

BEST CONTACT METHOD: _____ (Mobile, email etc.)

BEST CONTACT TIME/DAY: _____

Guarantor's Declaration

1. In consideration of the University of Western Australia Student Guild (herein called the Guild) approving the loan to the applicant, I undertake to be a guarantor for the loan.
2. My liability to the guild arising out of its acceptance of this deed shall be for any outstanding balance together with any penalties applied and that:
 - 2.1. I will have the opportunity to make an arrangement to pay the amount with the Guild Finance Officer.
 - 2.2. My liability for any outstanding amount will be shared with any person who has agreed to act as guarantor for this loan.
 - 2.3. Such liability shall arise when the applicant defaults on the agreed upon schedule of payments and has not made alternative arrangements with the guild finance officer.
 - 2.4. If the loan is not repaid by the last scheduled payment, a penalty shall accrue at \$20.00 per month for a period of 3 months, with the penalty not exceeding \$60.00. The first date for the application of this penalty will be 1 month after the last scheduled payment.
3. In consideration of the guild approving the loan to the applicant, I undertake to notify the Guild within 10 working days of any change of my address.
4. I warrant that I have a permanent residence in Australia, that I am 18 years or older, and that I am in receipt of an adequate regular income to undertake the repayment of the outstanding balance, together with any penalty applied, in the event that the applicant defaults on the loan.
5. I understand that the information in this form will be managed consistent with the Guild Privacy Policy, except in the event that the information needs to be forwarded to the Guild's debt collection agency.

I _____, having read and understood the above declaration, agree to act as a (Guarantor's name – please print)

Guarantor for _____
(Applicant's full name)

Dated this: _____ day of _____ in the year _____

Signed – Guarantor: _____

Name of witness*: _____
(See persons below able to witness)

Signed – witness*: _____

Address of witness*: _____

Please circle applicable category.

*An authorised witness can be any of those listed below.
Justice of the Peace, Academic, Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered Secretary, Chiropractor, Company Auditor or Liquidator, Court Officer, Defence Force Officer, Electorate Officer, Member of Parliament, Engineer, Industrial Organisation Secretary, Insurance Broker, Lawyer, Local government CEO or Deputy CEO, Local Government Counsellor, Loss Adjuster, Marriage Celebrant, Minister of Religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Psychologist, Public Notary, Public Servant (State or Commonwealth), Real Estate Agent, Settlement Agent, Sheriff or Deputy Sheriff, Surveyor, Tribunal Officer, Veterinary Surgeon, Postmaster, Police Officer, Medical Practitioner, Dentist, Pharmacist, Teacher.

Supporting Documentation

You will need to provide supporting documentation with your application, bank statement, proof of identity, residential status. Proof of income and proof of expenses for the income & expenditure statement must be established prior to application being reviewed.

Purpose of the loan

E.g. dental quote, moving costs

Bank Statement

Current itemised bank statement for the most recent 2 months (can be an online printout).

Proof of Identity – choose ONE ONLY and TICK

Student Card

Driver's License

Passport

Residential Status – choose ONE ONLY and TICK

Rental Agreement

Rent receipts

Letter from landlord

Other _____

Proof of Income – choose ONE ONLY and TICK

Centrelink Statement

Pay slips for at least one month

Scholarship documentation

Other _____

Proof of Expenses -- choose ONE ONLY and TICK

Gas Bill

Electricity Bill

Telephone/Mobile Bill

Other _____

UWA Student Guild (Office Use Only)

Case Number _____

Guild Member Checked _____

Enrolment Checked _____

Supporting documents checked _____

Date Guarantor Checked _____

Guild Approved – Signature & Date _____

Guild Approved – Signature & Date _____