

APPLICATION FOR AN EMERGENCY ADVANCE

PLEASE COMPLETE THIS FORM WITH A BLACK PEN

Card number

PERSONAL DETAILS

OFFICE USE ONLY

Current: Yes ☐ No ☐

GU ID Number	Campus Issued From
Family Name	Given Names
Mailing Address *	Permanent Address*
Postcode	Postcode
Telephone	Telephone
<i>*It is your responsibility to notify the University of any change to your mailing address</i>	<i>*Your permanent address must be a street address and NOT a Post Office Box (for delivery of notices)</i>

DETAILS OF EMERGENCY ADVANCE

Total Pre-loaded \$20 Card issued	\$	Total Amount Repayable	\$
-----------------------------------	----	------------------------	----

An Advance is provided in the form of a pre-loaded credit card. A maximum value of \$20 value is provided at any given time. An Emergency Advance is available only to students currently enrolled.

Reason for Emergency Advance _____

Do you currently have an Emergency Advance that is outstanding for payment? Yes ☐ No ☐

UNIVERSITY USE ONLY

I have checked the students photo identification Yes ☐ No ☐

I have provided a card to the value of the Total Amount Repayable Yes ☐ No ☐

I have explained to the student that the due date is in two weeks and must be paid to their student account and the scheme has a limit of three times per trimester Yes ☐ No ☐

Once completed I have provided a copy of this form to the student and sent a copy to fin-studentloans@griffith.edu.au Yes ☐ No ☐

Signature of Library Staff Member X Date

RECEIPT OF EMERGENCY ADVANCE (to be completed by Applicant when receiving Advance)

I acknowledge receipt of pre-loaded card to the value of \$ _____ and agree to repay this amount by _____ (due date for repayment of advance) to my Student Account.

I further acknowledge that

- ☐ if I don't repay the Advance by the due date, the University will withhold any academic results and prevent further enrolment until I repay my Advance in full and that I will not be eligible for any further Emergency Advance
- ☐ I also understand that this Scheme has a limit of three Emergency Advance per trimester
- ☐ I may be contacted by the University in the future regarding evaluation of the impact and/or effectiveness of this scheme

Signature of Applicant X _____ Date _____

Privacy Statement: Griffith University is committed to protecting the privacy of student's personal information.

The information collected in this form is used solely for the purpose of administering, processing, enforcement procedures and any other matters that may be relevant to the Emergency Advance Procedure. For further information, see the University's Privacy Plan at

<http://www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan>.

Policy on Student Emergency Advance

WHAT IS THE PURPOSE OF THE EMERGENCY ADVANCE SCHEME?

The Emergency Advance scheme provides immediate assistance to students in the form of a preloaded credit card. It is to alleviate the financial burden of students who because of unexpected circumstances find themselves without funds. This may occur for example where a student has lost a wallet.

The Emergency Advance is for **EMERGENCY** use only and **must be repaid within two weeks**.

WHO IS ELIGIBLE?

A student is eligible if she / he is currently enrolled at Griffith.

A student is **not eligible** in the following circumstances:

- If the student has previously received an Emergency Advance and has not repaid the amount according to the repayment agreement; and
- If a student has received Emergency Advance 3 times within the current trimester.

HOW MUCH CAN STUDENTS APPLY FOR?

A student can request a pre-loaded card to the value of \$20.

HOW DO STUDENTS APPLY FOR AND REPAY THE Emergency Advance?

To apply for an Emergency Advance a student will need to:

- Complete an *Application for Emergency Advance* form which is available on the Student Portal and submit to a Library staff member on any Campus.
- Complete and sign the form in consultation with a Library staff member and receive the pre-loaded credit card at that time.
- Repay the \$20.00 to student's account via your MyGriffith Portal before the 2 week due date.

WHAT IF STUDENTS DO NOT REPAY?

If the Emergency Advance monies are not repaid by the due date, the student will not be eligible for any further Emergency Advance. A Negative Service Indicator will be added to the student's Griffith Account. This will prevent the student from further enrolment and access to their results/transcript until the Advance has been repaid.

WHAT IF STUDENTS ARE REFUSED AN ADVANCE OR NOT ELIGIBLE FOR ONE?

If students are not eligible for the Emergency Advance, there may be **other options** available such as the **Student Guild** or **Emergency Relief Funds** available at some community organisations. You can make an appointment to see a **Welfare and Student Liaison Officer** to explore the emergency relief options. They can be contacted at each Student Services office on campus or on the following numbers:

Gold Coast 5552 8138 / Logan 3382 1159 / Mt Gravatt 3735 7470/ Nathan 3735 7470/ South Bank 3735 7470