

## OS-HELP Loan Frequently Asked Questions

**1. Do all eligible applicants receive the Loan or is it competitive?**

For information on the selection policies for the OS-HELP Loan, please refer to Section 2.3 of the [UQ OS-HELP Loan Scheme Guidelines](#).

**2. I have not received my final approval from UQ, host university, or placement provider. Can I submit an application for the OS-HELP Loan without confirmation my overseas study is approved?**

A student who have not finalised their overseas study or received supporting documentation still need to submit an application by the deadline. All applicants have the opportunity to submit supporting materials to Student Enrichment and Employability Development (SEED) following the deadline.

As stated in the OS-HELP Loan Guidelines, all applications must be received by the deadline and no late applications will be considered. There is no penalty for withdrawing an application for the OS-HELP Loan.

**3. Am I able to submit an application early?**

Please only submit an application in the round whose dates coincide with your overseas study. OS-HELP Loans cannot be approved more than six months before the commencement date of the activity.

**4. How do I know if I am enrolled in a Commonwealth supported place (CSP)?**

Almost all domestic undergraduate students are enrolled in a Commonwealth supported place. A small number of postgraduate coursework programs have CSPs available. A published list of UQ postgraduate CSPs is available [here](#).

**5. I am undertaking my overseas study in an Asian destination and considering applying for the Supplementary amount for Asian Language Study. What language study is considered eligible and what documentation do I need to provide?**

The language study must be non-award meaning that you cannot receive academic credit for your participation. The language course needs to commence prior to your overseas study and the language you choose to study must be spoken in your host country. Students need to provide proof of enrolment documentation in order to receive the Asian Language Loan.

Student Enrichment and Employability Development (SEED) recommends that students investigate language courses at the [Institute of Modern Languages](#).

### What supporting documentation is required for the Loan?

To meet the Australian Government conditions for the Loan, UQ is required to collect formal supporting documents that verify you meet the requirements of the Loan.

If you are undertaking an exchange or a short-term global experience through the Internships and Global Experiences Team (IGET) you are **NOT** required to submit supporting documentation.

[For all other overseas activities, please refer to the table on the OS-HELP Loan webpage to determine what supporting documents are required.](#)

Please be aware that this is a formal Loan between yourself, and the Australian Government and you must be able to produce official documents that verify your participation in overseas study.

The supporting documentation you submit should:

- Be a letter on letterhead or an email sent to your UQ student email account. If an email, please take a screenshot of the correspondence as sent to your student email. Please do not cut and paste into a Word document.
- Be in a non-editable format i.e., PDF, jpeg
- Include your full name and preferably your UQ student number
- Include the dates that you will be undertaking the overseas activity
- Include details on what activity is that you are undertaking i.e. veterinary practical placement
- Include details of the organisation, i.e. name, address, contact details

## Examples of Supporting Documentation

### Host Acceptance



Work the World  
Edge House  
Aldgate Street  
London  
E1 1RD  
United Kingdom

Tel: +44 (0)1273 974634  
Email: [info@worktheworld.com](mailto:info@worktheworld.com)

DATE

CONFIRMATION OF PLACEMENT

Dear STUDENT NAME,

I hereby confirm acceptance of your application for a Medical placement with the following details:

Destination: *Kandy, Sri Lanka*  
Duration: *Sun 20 Nov 2016 to Sat 17 Dec 2016*  
Hospital Name: *General Teaching Hospital, Kandy*  
Hospital Address: *General Teaching Hospital, Kandy, Postgraduate Medical Centre, General Hospital, Kandy, Sri Lanka*  
Main contact: *[team@worktheworld.co.uk](mailto:team@worktheworld.co.uk)*

Our partnership with the medical authorities in Sri Lanka will allow us to guarantee this placement, subject to payment of the agreed fee. Please note that to ensure you are allocated to the most appropriate placement based on up-to-date information, which is compiled by the Work the World staff in Sri Lanka, the confirmation of the institution in which you will be undertaking your placement period will be sent to you 4 – 6 weeks before your departure. However you have been initially allocated to *General Teaching Hospital, Kandy*.

Work the World will provide you with the following:

1. Full organisation of the tailored placement according to your clinical interests and objectives
2. Comprehensive advice on the destination, health considerations and preparations prior to your departure
3. Accommodation and food for the duration of your placement
4. 24/7 support from our in-country staff and our UK team

All correspondence regarding this placement should be directed to Work the World Ltd (contact details at the bottom of this letter) and not to the hospital directly. This is because our agreement with the hospital places responsibility for administration on us.

Thank you again for your interest in Work the World and, we look forward to making your time in Sri Lanka as enjoyable and useful as possible.

Yours sincerely



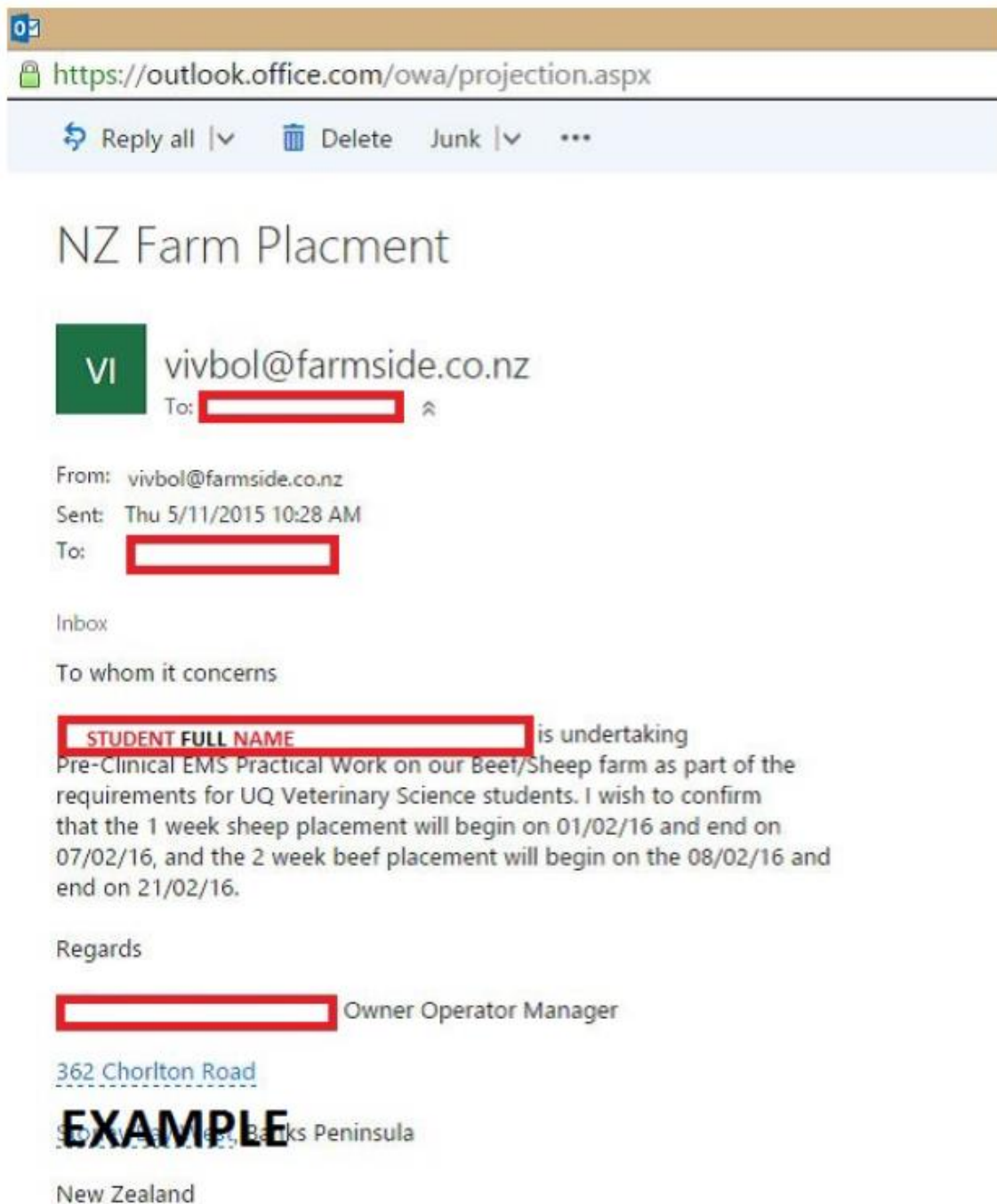
Amelia Gault  
Administration

Registered in England and Wales No. 05507211 Registered office: 20 New Road, Brighton, BN1 1BN, UK VAT Registration No. 995 9716 28

[www.worktheworld.com](http://www.worktheworld.com)

## Examples of Supporting Documentation

### Host Acceptance



## Examples of Supporting Documentation

Approval of Academic Credit or Mandatory Requirement from UQ School/Faculty

School of Health & Rehab Sciences  
Occupational Therapy  
HEAD  
Dr Louise Gustafsson  
BOccThy, PhD  
CRICOS PROVIDER NUMBER 000255

DATE

TO WHOM IT MAY CONCERN

RE: **STUDENT NAME (#STUDENT no.)**  
**Bachelor of PROGRAM – 4<sup>th</sup> Year**

This is to confirm that **STUDENT NAME** is enrolled full-time in the Bachelor of **PROGRAM** and has been selected to participate in an intercultural/interprofessional practice placement in **LOCATION** from 11<sup>th</sup> May – 5<sup>th</sup> June 2015. The placement forms part of a course activity for placement course, in which **STUDENT NAME** is enrolled and the placement hours are both a course and program requirement.

This placement is run by staff of the School of Health & Rehabilitation Sciences and services are provided to the Office of Genetic Counseling & Disabled Children (OGCDC), with which UQ has a current legal agreement regarding clinical placements.

We wish **STUDENT NAME** well for this exciting placement opportunity. Should you require any further information, please contact me using the details below.

Regards



Anne-Maree Caine  
Clinical Education Liaison Manager – Occupational Therapy  
Clinical Education Unit  
School of Health & Rehabilitation Sciences  
The University of Queensland