Background
This policy applies to students who participate in the US Federal Student Aid William D. Ford Direct Loan Program and has been established to encourage students to progress and successfully complete the academic program for which aid is received.

The University's Academic Progress Policy, Courses, Subjects, Awards and Programs Policy and Graduate Research Training Policy set out the requirements regarding academic performance and progression in and the duration of courses at the University.

See: policy.unimelb.edu.au/MPF1291
policy.unimelb.edu.au/MPF1327
policy.unimelb.edu.au/MPF1321

This policy should be read in conjunction with these policies, as all apply to students receiving funds through the Direct Loan Program. The United States Department of Education legislation applies greater restriction on course duration for students receiving Direct Loans than the current University of Melbourne Policy on Course Duration.

Academic Progress Requirements
Students receiving financial aid will be evaluated at the end of each half year study period. This evaluation process will consider student's academic result (qualitative measure) and course progress (quantitative measure).

The quantitative and qualitative requirements used to measure academic progress include all periods of the student's enrolled program; this includes periods in which the student did not receive Federal Student Aid funds.

In order to continue to remain eligible for Financial Aid, students must meet both academic progress requirements.

Academic result component
Undergraduate and graduate coursework students must maintain an average mark of at least 60 for each half year study period. All subjects undertaken during the relevant half year study period with a confirmed mark will be included in the calculation of a student’s average result. Subjects without a mark or with a withdrawn status are not included. Where a student has only completed subjects that are marked on a pass/fail basis, the student must have passed all subjects.

Graduate research students must achieve satisfactory progress as determined by their supervisor and advisory committee (i.e. not have received a formal warning of unsatisfactory progress).

Course progression component
Students must complete their program within 150% of the normal full-time course duration. Course duration is expressed in Equivalent Full-time Study Load (EFTSL) whereby 1EFTSL equals 100 completed credit points. In order to complete their course within 150% of the normal full-time course duration, students must enrol full-time study load of at least 0.375EFTSL per half year study period. Holders of a student visa are required to complete their course within the duration specified in their Confirmation of Enrolment (CoE) and are usually required to enrol in at least 0.500EFTSL per half year study period.

When calculating the pace at which a student is progression, all credit granted towards the course of study for which the student is receiving aid will be included. This includes credit granted for subjects undertaken at the University of Melbourne and credit granted for subject undertaken at other universities under approved overseas study program, cross-institutional study or recognition of prior learning (credit or exemption).
Subjects with a failed or withdrawn result, non-credit subjects, remedial subjects and incomplete subjects will not be counted and will result in a decrease in the student’s course progress rate. Students are required to achieve a result on any deferred or supplementary assessment within six months.

Financial Aid Warning
Students who do not meet the academic progress requirements described above will be placed on Financial Aid Warning for an initial period of one half year study period. Students will be notified of this in writing via email.

Students who have been placed on Financial Aid Warning and who subsequently meet the academic progress requirements for the following semester/teaching period will have the Financial Aid Warning status removed.

Financial Aid Suspension
Students who have been given a Financial Aid Warning status and who fail to achieve the academic progress requirements in the following half year study period will have their aid suspended. These students may re-apply for aid if they meet the academic progress requirements in a subsequent half year study period. Students placed on Financial Aid Suspension will be advised in writing by email and letter.

Appeals
Students who are suspended for Financial Aid may appeal the decision if there are compassionate or compelling circumstances that prevent them from meeting the academic progress requirements (e.g. death of a relative, or illness or injury to the student). Appeals must set out the circumstances that impacted on the student’s academic progress (including relevant supporting documents) and how these circumstances have changed allowing the student to meet the academic progress requirements in the future. Appeals must be submitted to Financial Aid Administrator via email: international-finaid@unimelb.edu.au

The decision of the Financial Aid Administrator on appeals for reinstatement of financial aid is final.

Financial Aid Probation
Students who successfully appeal a decision to suspend their Financial Aid and have their status reinstated will be placed on Financial Aid Probation for a minimum period of one semester/teaching period.

Related documents

- Assessment Procedure
- Grading Scheme Procedure