

Sydney University Law Society

Textbook Loan Policy 2020

Equity Officer: Max Vishney (equity@suls.org.au)

1. General procedure

1.1 The provision of textbook loans will be decided by:

1.1.1 The SULLS Equity Officer; or

1.1.2 An application assessment panel;

considering all the circumstances of the application.

1.2 A maximum of four textbooks may be loaned to an applicant at a time.

1.3 All successful applicants commit to fulfilling any obligation imparted upon them under this by-law, including but not limited to returning the textbook at a nominated time and in good condition.

2. Application period

2.1 The application period will commence no later than one week before the beginning of a semester and will close no earlier than two weeks after the beginning of that semester.

2.2 The Equity Officer may postpone the commencement of the application period if, after taking reasonable efforts to procure a list of textbooks required for that semester from the Sydney Law School faculty, the faculty has failed to disclose that information.

2.3 Applicants must submit their application within the application period.

2.4 The Equity Officer has discretion to allow an application after the application period if satisfied that the applicant has a reasonable excuse for having not applied within the application period.

3. Eligibility criteria

3.1 To be eligible for a textbook loan, the applicant must:

3.1.1 Be a member of SULLS; and

satisfy any of the following criteria:

3.1.2 The applicant is suffering financial hardship, where not supported by family, and not solely relating to:

Unjustifiable lack of employment; Educational commitments; or
Unjustifiable misallocation of funds

3.1.3 The applicant has recently moved from another city, interstate or overseas, and is currently seeking employment

3.1.4 The applicant has experienced a recent family tragedy or other major setback of a personal nature which affects his or her immediate access to funds.

3.1.5 The applicant has been acknowledged as disadvantaged by the government and is receiving Centrelink benefits.

3.1.6 The applicant has been found eligible for a textbook subsidy by an SRC caseworker in relation to the SRC Textbook Subsidy scheme.

3.2 This section does not provide an exhaustive list of the criteria to justify the awarding of a SULLS textbook loan.

3.3 Discretion to approve an application on any basis other than the criteria in this section may be exercised by an application assessment panel.

4. Apportionment of the number of textbooks to be loaned

4.1 If an applicant satisfies the eligibility criteria in section 2, the number of textbooks they may be loaned will be apportioned between a minimum of one textbook and a maximum of four textbooks.

4.2 The number of textbooks to be loaned will be apportioned on the basis of the severity of the hardship suffered by the applicant.

4.3 This section does not provide an exhaustive list of the bases upon which the number of textbooks to be loaned may be apportioned.

5. Application assessment panel

5.1 An Application assessment panel (“the Assessment Panel”) will be composed of the same SALS executive officers that compose an application assessment panel for the purposes of the Financial Grant Policy.

5.2 The Assessment Panel will be composed of the following SALS executive officers:

5.2.1 The President

5.2.2 The Treasurer

5.2.3 The Vice President (Education)

5.2.4 The Vice President (Social Justice)

5.2.5 The Equity Officer

5.3 The Equity Officer is required to consult the Assessment Panel in relation to any assessment that involves the panel’s discretion according to a section of this by-law.

5.3.1 The Equity Officer is not required to consult the Assessment panel in relation to an assessment that they have discretion to make.

5.3.2 The Equity Officer has discretion to make assessments provided for in this policy except where a section of this policy expressly provides otherwise.

5.4 All applications that require review by the Assessment Panel will be anonymised by the Equity Officer prior to their submission to the panel.

6. Ineligible applicants

6.1 At the discretion of the Equity Officer, an applicant will not be eligible to receive a textbook loan if:

6.1.1 The applicant possesses any overdue textbooks; or

6.1.2 The applicant has repeatedly failed to return textbooks before the end of the loan period.

6.1.3 The applicant has repeatedly returned textbooks in poor condition

7. Bond

7.1 Successful applicants will be required to pay a \$40 bond to the Equity Officer for each textbook loaned. The bond will be refunded following the return of all textbook/s.

7.2 The bond will be wholly or partly forfeited to Sydney University Law Society if:

7.2.1 The applicant does not return the textbook before the end of the loan period.

4.2.2 The applicant returns the textbook in poor condition.

8. Condition of textbooks

8.1 Any of the following will indicate that a book is not in good condition:

8.1.1 Highlighting

8.1.2 Markings not in pencil

8.1.3 Torn pages

8.2 The following are not indications that a book is not in good condition:

8.2.1 Annotations in pencil

8.2.2 Underlining in pencil

8.3 The lists contained in this section are not exhaustive.

8.4 The Equity Officer has discretion to decide whether a textbook is in good condition.

9. Return of textbooks

9.1 Unless otherwise agreed to by the Equity Officer, textbook/s must be returned to the SULS Office, New Law Building by the end of the loan period.

9.2 The loan period commences on the date of the loan and ends on the last day of exams for that period of study.

9.3 It is the responsibility of the student loaning the textbook to ensure the Equity Officer has been notified of the return by way of mail or receipt.

9.4 If the student loaning the textbook is not able to return the textbook within the loan period, the Equity Officer may allow the student to return the textbook on a nominated collection date after the loan period.

10. Multiple applications

10.1 Only one application can be made at one time. If a later application is made by the same person at a later date, it will be decided wholly at the discretion of the Equity Officer, considering:

10.1 All of the circumstances of the application;

10.2 The number of textbook loan applications previously made; and

10.3 Whether textbooks loaned previously were returned promptly and in good condition

11. Confidentiality

11.1 All information provided by the applicant will be kept strictly confidential.

11.2 If an application must be reviewed by any individual/s besides the Equity Officer, the Equity Officer will anonymise the application before it is reviewed.