

APPLICATION FOR SEMESTER EXCHANGE OR STUDY ABROAD

PLEASE COMPLETE THIS FORM ELECTRONICALLY. PLEASE DO NOT PRINT OR WRITE ON THIS FORM. SAVE THE FORM BY CLICKING ON THE SUBMIT BUTTON HIGHLIGHTED BELOW. YOUR APPLICATION MUST THEN BE EMAILED TO EDUCATIONABROAD@VU.EDU.AU ALONG WITH THE SUPPORTING DOCUMENTATION LISTED IN THE CHECKLIST ON PAGE 4. HARD COPIES OF THIS APPLICATION OR INCOMPLETE FORMS WILL NOT BE ACCEPTED.

APPLICATION CLOSING DATES:

31 July for Semester 1 placements in the following year.

30 November for Semester 2 placements in the following year.

1. PERSONAL DETAILS

STUDENT ID:

DATE OF BIRTH:

TITLE: MR MISS MS MRS

FAMILY NAME (AS STATED IN PASSPORT):

GIVEN NAME/S (AS STATED IN PASSPORT):

COUNTRY OF CITIZENSHIP:

COUNTRY OF BIRTH:

ARE YOU AN INTERNATIONAL STUDENT? YES NO

2. CONTACT DETAILS

NUMBER AND STREET:

SUBURB/ TOWN:

STATE/ PROVINCE:

COUNTRY:

POSTCODE/ ZIP CODE:

TELEPHONE:

MOBILE/ CELL:

PREFERRED EMAIL:

STUDENT EMAIL (IF DIFFERENT):

EMERGENCY CONTACT NAME:

RELATION TO EMERGENCY CONTACT:

EMERGENCY CONTACT PHONE:

3. VICTORIA UNIVERSITY ENROLMENT DETAILS

COURSE CODE: (eg BBAN)

COURSE NAME:

CAMPUS: (eg FOOTSCRAY PARK)

EXPECTED YEAR OF COMPLETION:

COURSE LEVEL: VOCATIONAL (TAFE) UNDERGRADUATE POSTGRADUATE

4. OVERSEAS STUDY PROPOSAL

TYPE OF PROGRAM: EXCHANGE (PARTNER UNIVERSITY) STUDY ABROAD (NON-PARTNER UNIVERSITY)

IN WHICH YEAR DO YOU PLAN TO COMMENCE OVERSEAS STUDY?

IN WHICH VICTORIA UNIVERSITY SEMESTER DO YOU PLAN TO COMMENCE OVERSEAS STUDY? Semester 1 Semester 2

HOW MANY SEMESTERS DO YOU WISH TO STUDY OVERSEAS? One Two

OVERSEAS INSTITUTION NAME:

OVERSEAS COUNTRY:

5. HEALTH

I understand that I must disclose any pre-existing medical condition to my travel insurer. I understand that if I have a pre-existing medical condition which may impact my ability to participate in the Program, I may be required to provide details of the condition to the University, including management of the condition, and any accommodations or support which would be required in order to enable me to participate in the Program.

I HAVE A PRE-EXISTING MEDICAL CONDITION THAT MAY IMPACT MY ABILITY TO PARTICIPATE IN AN OVERSEAS STUDY PROGRAM. YES NO

6. BANK DETAILS (REQUIRED IN ORDER TO RECEIVE ANY GRANTS OR LOANS)

Please provide bank details for Victoria University to transfer any available grants or the OS HELP loan using Electronic Funds Transfer (EFT).

NAME ACCOUNT IS HELD IN:

NAME OF BANK:

BSB NUMBER:

ACCOUNT NUMBER:

7. VICTORIA UNIVERSITY TRAVEL GRANT

Victoria University students may be eligible to receive a VU Travel Grant with the condition that you attend scheduled pre-departure sessions prior to leaving. Please note that you are only entitled to one VU travel grant during your studies at Victoria University.

You must also be receiving credit towards your Victoria University qualification.

HAVE YOU PREVIOUSLY RECEIVED A VU TRAVEL GRANT? YES NO

8. OS-HELP LOAN

OS-HELP (Overseas Higher Education Loan Program) is available to eligible full-time undergraduate and postgraduate students. Please note that international students are ineligible. It is an interest free loan that is added to your HECS-HELP debt. Please refer to the website for eligibility criteria: www.vu.edu.au/student-life/study-overseas/exchange-grants-loans-scholarships

HAVE YOU PREVIOUSLY RECEIVED AN OS-HELP LOAN? YES NO

IF YES, HOW MANY OS-HELP LOANS HAVE YOU RECEIVED PREVIOUSLY?

DO YOU INTEND TO APPLY FOR AN OS-HELP LOAN? YES NO

If you intend to apply for an OS HELP loan, you will need to submit an OS HELP loan carbon debt confirmation form. Please contact Victoria Abroad for current rates and forms.

9. FINANCIAL PLAN - To assist you in determining the funds you will need for an overseas program, financial estimations MUST be completed in the table below.

ESTIMATED TRAVEL FUNDS	AS	ESTIMATED TRAVEL EXPENSES	AS
CURRENT SAVINGS		AIRFARE	
ANTICIPATED SAVINGS AT DEPARTURE DATE		VISA/ PASSPORT FEE	
OTHER CONTRIBUTIONS (eg FAMILY, APPROVED LOANS, TRAVEL GRANT)		TRAVEL/ MEDICAL INSURANCE	
GOVERNMENT FUNDING (eg YOUTH ALLOWANCE, GRANT, OS-HELP LOAN)		ACCOMMODATION	
OTHER (eg OVERSEAS/ FACULTY SCHOLARSHIPS)		LIVING EXPENSES (eg FOOD, TRANSPORT, BILLS, ENTERTAINMENT)	
TOTAL ESTIMATED TRAVEL FUNDS	AS	TOTAL ESTIMATED TRAVEL EXPENSES	AS

10. STUDENT AGREEMENT (THIS SECTION MUST BE AGREED TO AND DATED BELOW)

1.0 COSTS

1.1 I agree to pay all expenses associated with my overseas program ("the Program"), including but not limited to:

- All travel, visa, study, accommodation and living expenses
- Any cost resulting from the modification or termination of my program
- HECS-HELP fees and the Victoria University General Service Fee (fees will be at the rate for the semester in which the exchange commences)

2.0 TRAVEL GRANTS & COLLEGE SCHOLARSHIPS

2.1 I understand that a condition of receiving the Victoria University Travel Grant, college scholarships or other Government grants is that I will attend all pre-departure sessions offered by the University or a Third Party Provider.

2.2 I understand that a condition of receiving the VU Travel Grant, college scholarships or other Government grants is that if for any reason I do not abide by this student agreement, if I am found guilty of a disciplinary offence under the University's statutes, regulations or policies whilst on the program or if I do not complete my program I agree to reimburse the full amount to Victoria University within 30 days of the termination of my program.

3.0 PASSPORT AND VISA

3.1 I understand that it is my responsibility to obtain a passport prior to my departure, or ensure my current passport is valid for the duration of the Program and an additional six months.

3.2 I understand that it is my responsibility to obtain the appropriate visa/s for the duration of the Program from the relevant consulate, prior to my departure.

4.0 HEALTH AND SAFETY

4.1 I understand that it is my responsibility to obtain sufficient medical and travel insurance to cover me for the duration of my program. This includes travel to and from my destination and travel to and from my program.

4.2 I am aware that the Department of Foreign Affairs and Trade website — www.smarttraveller.gov.au — provides current global safety and travel information. I understand that I should visit this website and must register my travel plans before my departure in order to receive current information on my host country and any countries I plan to visit.

5.0 ENROLMENT / CREDIT TRANSFER

5.1 I understand that it is my responsibility to enrol full-time at Victoria University for the duration of my Program. I will ensure this is done before my departure, and before HECS census dates and Enrolment Amendment cut-off dates.

5.2 I understand that it is my responsibility to re-enrol online for the semester following my overseas study program, once notified by the university.

5.3 I understand that it is a condition of the Program that I must submit a copy of my study plan to the Victoria Abroad office prior to departure. I understand that the study plan must meet my credit point requirements and be approved by my Course Co-ordinator. If I fail to submit the approved study plan prior to my departure, I understand units undertaken at the host institution may not be credited toward my degree at Victoria University.

5.4 I understand that I must get approval for any unit changes when finalising my overseas enrolment. I must ensure that I complete an Overseas Study Plan Confirmation and Application for Advanced Standing form in order to get my credits transferred.

5.5 I understand that it is my responsibility to ensure that a copy of my transcript of results from my host institution is submitted to the Victoria Abroad office, if it is sent directly to me for final credit approval.

6.0 CRITICAL INCIDENTS

6.1 I understand that due to the international nature of the Program, unforeseen events may occur such as the outbreak of war, civil unrest or natural disaster that may be a risk to my safety. I agree that Victoria University may modify or terminate my participation in the Program in such circumstances. I understand that Victoria University will provide assistance in securing my return to Australia.

6.2 If I choose not to accept Victoria University's arrangements to return to Australia, I understand I am staying in the host country at my own risk.

7.0 TRAVEL INSURANCE

7.1 I understand that I will be covered by Victoria University Travel Insurance, provided I forward the completed Victoria University Student Travel Insurance Registration Form to the Victoria Abroad office to be received at least 2 weeks prior to my departure from Australia. I understand that I will not be covered by Victoria University Travel Insurance if the form is not complete and received by the Victoria Abroad office. It is my responsibility to ensure that the Victoria University Student Travel Insurance Registration Form is completed correctly and in full and that the information provided is accurate and relevant.

7.2 I understand that the Victoria University Travel Insurance covers me for a maximum of 365 days including a maximum of 30 days of private travel. It is my responsibility to arrange additional travel insurance with the VU provider, if I plan to be overseas for more than 365 days or undertake more than 30 days of private travel. I must provide evidence of this additional insurance to Victoria Abroad.

7.3 I acknowledge that it is my responsibility to arrange my own insurance, should I not take out the Victoria University Travel Insurance option/s.

7.4 I acknowledge that it is my responsibility to arrange for my insurance to be extended if my travel plans change while I am abroad.

8.0 AMBASSADORSHIP

8.1 I acknowledge that I will be acting as an ambassador of Victoria University throughout the Program. I undertake to conduct myself in accordance with the laws and cultural norms of the host country and the regulations of the host university/institution. I will behave in a manner that would not compromise my reputation, or that of Victoria University.

8.2 I agree that Victoria University may terminate my participation in the Program prior to or during the Overseas Study Program if I fail to maintain, what Victoria University considers, an acceptable standard of conduct.

8.3 I agree that, on my return, I will participate in recruitment/ promotion information sessions, sponsored by Victoria University International, or my University College for the University's Education Abroad Program.

8.4 I consent that any photographs or testimonials I provide to Victoria Abroad (pertaining to my Overseas Study Program) can be used in Victoria University promotional materials.

I, (full name) _____ agree to accept a placement in a Victoria University Overseas Study Program on the above conditions.

DATE: _____

PRIVACY STATEMENT

We collect your personal information in accordance with the Students Information Privacy Collection Statement (www.vu.edu.au/student-tools/student-forms) and the Privacy Policy (www.vu.edu.au/privacy).

11. APPLICATION CHECKLIST

I agree to attach the following supporting documents along with this application:

PERSONAL STATEMENT

You are required to include a short statement of at least 300 words and no longer than one page listing:

- Information about yourself and the program you are studying at VU.
- The university you would like to apply for and what interests you about the university/place.
- Your reasons for wanting to go on Exchange and what you will get out of it personally and academically.
- Why you think you would be a good ambassador for VU.

Address the personal statement to Victoria Abroad and the Host University.

CURRICULUM VITAE

Please attach your curriculum vitae to your application.

ACADEMIC TRANSCRIPT

Please attach your full academic transcript to your application. This can be printed from MYVU portal.

OVERSEAS STUDY PLAN - EXCHANGE AND STUDY ABROAD SEMESTER (FORM 213C)

Please ensure that you meet with your Course Coordinator and get an Overseas Study Plan approved. This can be downloaded from the website.

ACADEMIC REFERENCE (FORM 213D)

Please ensure that your academic referee is provided with the Academic Reference Form 213d. This can be downloaded from the website. The completed form can be attached and emailed with your application or emailed directly from your referee.

PERSONAL REFERENCE (FORM 213E)

Please ensure that your personal referee is provided with the Personal Reference Form 213e. This can be downloaded from the website. The completed form can be attached and emailed with your application or emailed directly from your referee.

PASSPORT PHOTO

Please attach a copy of the photo page of your passport or a passport photo

**TO SUBMIT THIS APPLICATION FORM, PLEASE EMAIL IT WITH THE SUPPORTING DOCUMENTS TO:
EDUCATIONABROAD@VU.EDU.AU**