

# VICTORIA ABROAD STUDENT AGREEMENT



**VICTORIA  
UNIVERSITY**

CRICOS Provider No. 00124K

**A NEW  
SCHOOL OF  
THOUGHT**

Please complete this form and return to  
Victoria University International:

**Delivered:** Level 3, 301 Flinders Lane  
Melbourne VIC 3000

**Post:** Victoria Abroad  
PO Box 14428  
Melbourne VIC 8001

**Email:** [educationabroad@vu.edu.au](mailto:educationabroad@vu.edu.au)

## A. TO BE COMPLETED BY THE STUDENT

Family Name:

Given Name:

Student ID number :  Phone number :

Personal email address :

Name of Course Coordinator or International Program Coordinator:

I,

agree to accept a placement in a Victoria Abroad program at   
on the following terms and conditions.

## B. TERMS AND CONDITIONS

### 1.0 Costs

- 1.1 I agree to pay all expenses associated with my exchange program ("the Program"), including but not limited to:
- HECS fees and the Victoria University General Service Fee (fees will be at the rate for the semester in which the exchange commences)
  - All travel, visa, study, accommodation and living expenses
  - Any costs resulting from the modification or termination of my program

### 2.0 Passport and Visa

- 2.1 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.
- 2.2 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.

### 3.0 Health and Safety

- 3.1 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.
- 3.2 I am aware that the Department of Foreign Affairs and Trade website — [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) — provides current global safety and travel information. I understand that I should visit this website before my departure for current information on my host country and any countries I plan to visit.

### 4.0 Enrolment / Credit Transfer

- 4.1 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.

- 4.2 I understand that if my Program commences in July or August, it is my responsibility to arrange for a proxy to enrol me at Victoria University in December for the following academic year. I understand that failure to do so may result in late enrolment penalties, or loss of my place in my degree.
- 4.3 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 or International Program Co-ordinator. If I fail to submit the approved study plan prior to my departure, I understand subjects undertaken at the host institution may not be credited toward my degree at Victoria University.
- 4.4 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.

### 5.0 Critical Incidents

- 5.1 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.
- 5.1 If I choose not to accept VU's arrangements to return to Australia, I understand I am staying in the host country at my own risk.

### 6.0 Travel Insurance

- 6.1 I understand that I will be covered by VU Travel Insurance provided I forward the completed Travel Authority Form to the Victoria Abroad office so that it is received at least 2 weeks prior to my departure from Australia. I understand that I will not be covered for VU Travel Insurance if the form is not completed and forwarded to the Victoria Abroad office. It is my responsibility to ensure that the Travel Authority form is completed correctly and in full and that the information provided is accurate and relevant.
- 6.2 I understand that the VU Travel Insurance covers me for a maximum of 180 days including a maximum of 30 days of private travel (no more than 60%). It is my responsibility to arrange additional travel insurance, if I plan to be overseas for more than 180 days or take more than 30 days private travel. I must provide evidence of this additional insurance to Victoria Abroad.
- 6.3. I acknowledge that it is my responsibility to arrange my own insurance, should I not take out the VU Travel Insurance option/s.

### 7.0 Ambassadorship

- 7.1 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.
- 7.2 I agree that Victoria University may terminate my participation in the Program if I fail to maintain, what Victoria University considers, an acceptable standard of conduct. I also agree that, on my return, I will participate in recruitment/ promotion information sessions, sponsored by Victoria University International, or my University faculty or department, for the University's Education Abroad program.

### 8.0 Travel Grants

- 8.1 **STUDENT EXCHANGE ONLY** – I understand that a condition of receiving the VU Travel Grant or other grants such as University Mobility in Asia and the Pacific (UMAP) or Endeavour Student Exchange Programme is that I will attend all pre-departure and re-entry sessions offered by the University. I will also complete the Victoria Abroad Program Evaluation.
- 8.2 **STUDY TOURS & SHORT TERM PROGRAMS ONLY** – I understand that I am not required to attend the pre-departure and re-entry sessions offered by Victoria Abroad but may be required to attend specially organised briefing sessions.
- 8.3 **ALL STUDENTS** – I understand that a condition of receiving the VU Travel Grant is that if for any reason I do not complete my program I agree to reimburse the full amount to Victoria University.

Signature: \_\_\_\_\_

Date :   /   /