

4. 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

5. EXTERNAL FUNDING

Have you previously received funding through one of the following programs:

- | | | |
|--|-----|----|
| • New Colombo Plan (NCP) | Yes | No |
| • Cheung Kong Student Exchange Program | | |

If YES, which funding did you receive?:

6. OS-HELP LOAN

To be eligible for OS-HELP (Overseas Higher Education Loan Program) you must be either:

- an Australian citizen, or
- a permanent humanitarian visa holder, or
- New Zealand Special Category Visa holder who meets the residency requirements.

You need to have completed 8 units in your degree prior to studying overseas and have 1 unit remaining in your degree upon returning from overseas in order to be eligible for OS-HELP. 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 at vu.edu.au/student-life/study-overseas/costs-funding

Have you previously received an OS-HELP Loan?: Yes No

If yes, how many OS-HELP Loans have you received previously?:

Are you applying for an OS-HELP Loan?: Yes No Amount of OS-HELP Loan

Asian language to be studied (if applicable)

OS-HELP Subsidy for Asian language

Language course dates: Starts Ends

7. BANK DETAILS

You must update your bank account details in Student Connect in order to receive the OS-Help Loan. Please log into Student Connect, select 'My Fees' at the top of the page and select 'Bank Account Details'.

I confirm I have updated my Bank Account Details within Student Connect

8. STUDENT DECLARATION

Students must carefully read and sign this section to confirm their application.

1. Costs

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. Grants & scholarships

I understand that a condition of receiving other Government grants is that I will attend all pre-departure sessions offered by the University or a Third Party Provider.

I understand that a condition of receiving 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. Passport and visa

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.

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. Health and safety

I am aware that the Department of Foreign Affairs and Trade website (smartraveller.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.

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. I understand that further details regarding Victoria University's Student Travel Insurance are outlined in section 7 of this document.

5. Enrolment / credit transfer

I understand that it is my responsibility to enrol at Victoria University for the duration of my Program. In case the of a exchange or study abroad program, I understand my enrolment at Victoria University must be full-time. I will ensure this is done before my departure, and before HECS census dates and Enrolment Amendment cut-off dates.

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

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 Coordinator. 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.

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.

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. Critical incidents

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.

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. Travel insurance

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 3 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.

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 take more than 30 days private travel. I must provide evidence of this additional insurance to Victoria Abroad.

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

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. Financial declaration

I agree to use the funds towards the cost of my VU-approved overseas study program. I agree that in order to receive the I must attend the compulsory Victoria Abroad Pre-departure Session.

I agree that if for any reason I do not complete my study overseas program, I will return the full amount of the or Australian Government Grant to Victoria Abroad with 30 days of the termination of my overseas study program.

OS-HELP Loan: I declare that I am an Australian citizen, permanent humanitarian visa holder or a New Zealand Special Category Visa (NZ SCV) holder and have not received an OS-HELP Loan on more than one other occasion, I am enrolled in a Commonwealth supported place for an undergraduate or postgraduate course at Victoria University, have completed 96 credit points of study and have at least 12 credit points still to complete in the same degree upon return from my overseas study program. I have read the OS-HELP statement of terms and conditions.

9. Ambassadorship

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.

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.

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.

I consent that any photographs or testimonials I provide to Victoria Abroad (pertaining to my Overseas Study Program) can be used in Victoria University's promotional materials and third parties' promotional materials where authorised by Victoria University. This includes, but is not limited to, brochures, course guides, staff newsletters, annual reports, print media, on posters and billboards, on television, radio or on internet websites. I permit and authorise Victoria University to publish and reproduce such information with or without identifying me or naming me as the author. I acknowledge and agree that I will not be entitled to any payment in respect of these matters and that Victoria University owns all rights in the images and recordings of me.

I, _____

agree to accept a place in a Victoria University Overseas Study Program on the above conditions.

Please tick here to acknowledge the declaration.

Date

How to submit

To submit this application form, please email it with the overseas study plan to: educationabroad@vu.edu.au

OFFICE USE ONLY

Approval

Is the application approved? Yes No

Name

Signature

Date

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can access **ASKVU** (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Tower
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee