

# APPLICATION FOR OVERSEAS STUDY PROGRAM



**VICTORIA UNIVERSITY**  
MELBOURNE AUSTRALIA

[vu.edu.au/study-overseas](http://vu.edu.au/study-overseas)

Please complete this form electronically. Please do not print or write on this form. Save the form by clicking on the save button highlighted on the final page. Your application must then be emailed to [educationabroad@vu.edu.au](mailto:educationabroad@vu.edu.au) once signed and dated on page 4. Hard copies of this application or incomplete forms will not be accepted.

## PERSONAL DETAILS

Student ID:

Title:  Mr  Miss  Ms  Mrs  Other:

Family name (AS STATED IN PASSPORT):

Given name (AS STATED IN PASSPORT):

Country of citizenship:  Country of birth:

Date of birth:  Are you an international student:  Yes  No

## CONTACT DETAILS

Please ensure that your contact details have been updated in your MyVU Portal as these will be used.

Email:

Mobile:

## VICTORIA UNIVERSITY COURSE CODE

Course level:  Vocational (TAFE)  Undergraduate  Postgraduate

Course code (eg BBAN):  Expected year of completion:

Course name:

## OVERSEAS STUDY PROPOSAL

Please indicate the type of overseas program you are applying for:

### SEMESTER EXCHANGE

In which year do you plan to commence overseas study:

In which Victoria University semester do you plan to commence study:  Semester 1  Semester 2

How many semesters do you plan to study overseas?:  One  Two

Overseas institution name:

Country of overseas institution:

### SHORT TERM PROGRAM

Study tour  Short Program  Internship  Placement  Other (SPECIFY)

Program commencement date:  Program end date:

Length of overseas program:

Study tour name (IF APPLICABLE):

College study tour coordinator (IF APPLICABLE):

Overseas institution name (IF APPLICABLE):

Main country of program:  Additional countries (IF RELEVANT):

## 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

## EXTERNAL FUNDING

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

Yes

No

- Asia Vocational Education and Training Program (Asia VET)
- Asia Postgraduate Programme (Short Term) (Asia Postgrad)
- New Colombo Plan (NCP)
- Study Overseas Short-Term Mobility Program (STMP)
- International Student Exchange Program (ISEP)
- Endeavour Cheung Kong Student Exchange Program (ECKSEP)

If yes, which funding did you receive?

## OS-HELP LOAN

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

- 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:

[www.vu.edu.au/student-life/study-overseas/costs-funding](http://www.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:

Date to begin language course (DD/MM/YYYY):

Date to end language course (DD/MM/YYYY):

## 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

Yes

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

### 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 TRAVEL GRANTS & COLLEGE SCHOLARSHIPS

I understand that a condition of receiving the Victoria University Study Overseas 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.

I understand that a condition of receiving the VU Study Overseas 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 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 — [www.smartraveller.gov.au](http://www.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 VU Study Overseas Grant 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 VU Study Overseas Grant 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, (full name) \_\_\_\_\_ agree to accept a place in a Victoria University Overseas Study Program on the above conditions.

Date (DD/MM/YYYY): \_\_\_\_\_

### PRIVACY STATEMENT

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

**TO SUBMIT THIS APPLICATION FORM, PLEASE EMAIL IT WITH THE OVERSEAS STUDY PLAN TO: [educationabroad@vu.edu.au](mailto:educationabroad@vu.edu.au)**

#### OFFICE USE ONLY

APPROVED

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

NOT APPROVED