

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

A. TO BE COMPLETED BY THE STUDENT

Family Name:

Given Name:

Student ID number :

Personal email address :

Name of International Program Coordinator/Course 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

- 1.2 I understand that the responsibility for payment of costs incurred by the modification or termination of my program will be considered on a case by case basis.

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.
- 3.2 I am aware that the Department of Foreign Affairs and Trade website - www.dfat.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.

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 complete 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 my Course Coordinator or International Program Coordinator and Victoria University International 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 my transcript of results from my host institution is submitted to my Course Coordinator / International Program Coordinator 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 relevant Victoria Abroad unit so that it is received at least 2 weeks prior to my departure from Australia to my exchange destination. I understand that I will not be covered for VU Travel Insurance if the form is not completed and forwarded to the Victoria Abroad unit. I acknowledge that it is my responsibility to ensure I have made alternative arrangements for travel insurance.
- 6.2 It is my responsibility to ensure that the form is completed correctly and in full and that the information provided is accurate and relevant.

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 for Returned Students available at www.vu.edu.au/international/student_exchange
- 8.2 **STUDY TOURS & SHORT TERM PROGRAMS ONLY** – 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 of birth: / /