

Application for Overseas Exchange Program (FedUni outgoing students)

FedUni Student ID Number	International Student:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Passport number	
				Country where issued	

Personal Details: Title First Given Name

Other Name/s

Family Name

Contact Details: Phone

Mailing Address
(in Australia)

State Postcode

Preferred email

FedUni Program details: Program Code

Program name

✓ Tick one from each category below:

<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Full-time	<input type="checkbox"/> Online	<input type="checkbox"/> 1st Year
<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Part-time	<input type="checkbox"/> Mt Helen	<input type="checkbox"/> 2nd Year
		<input type="checkbox"/> Gippsland	<input type="checkbox"/> 3rd Year
		<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> 4th Year
		<i>(please specify)</i>	<input type="checkbox"/> Other <input type="text"/>
			<i>(please specify)</i>

Preferred Host Institution

First preference

Overseas Institution

Country Program duration: 1 Semester 2 Semesters

I am applying for Semester Year Language other than English required?

(please specify)

Second preference

Overseas Institution

Country Program duration: 1 Semester 2 Semesters

I am applying for Semester Year Language other than English required?

(please specify)

Third preference

Overseas Institution

Country Program duration: 1 Semester 2 Semesters

I am applying for Semester Year Language other than English required?

(please specify)

If the number of students exceeds the available exchange places, Federation University Australia (FedUni) reserves the right to allocate places. Students are advised to select at least two options as places are not guaranteed.

Proposed Study Plan

Students are advised to select at least 8–10 units per semester, as unit clashes may occur at the time of enrolment overseas.

EXCHANGE University

Federation University Australia

Faculty Use Only

EXCHANGE University course/unit <input type="text"/> Course/Unit Code <input type="text"/> Course/Unit Name	FedUni Equivalent course <input type="text"/> <input type="text"/> Y Y Y Y Course Code FedUni Semester and Year <input type="text"/> Course Name	<input type="text"/> <input type="text"/> FedUni credit points Faculty Approval (sign)
EXCHANGE University course/unit <input type="text"/> Course/Unit Code <input type="text"/> Course/Unit Name	FedUni Equivalent course <input type="text"/> <input type="text"/> Y Y Y Y Course Code FedUni Semester and Year <input type="text"/> Course Name	<input type="text"/> <input type="text"/> FedUni credit points Faculty Approval (sign)
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Faculty Approval (to be completed by your Faculty):

The faculty of does approve does NOT approve

this applicant to participate in the Exchange Program.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name (Approver)	Signature (Approver)	Date

Financial Plan:

The purpose of the financial plan is for students to estimate the costs associated with studying overseas. It is anticipated that one semester abroad will cost you approximately AU\$15,000

Funds Available	AU\$	Estimated Expenses	AU\$
Savings to date		Airfares	
Expected savings between now and departure		Visa	
Family/Other contribution		Travel medical insurance	
Centrelink		Accommodation	
OS-HELP loan		Living costs (food etc)	
Scholarships (please specify)		Books/stationery	
		Other (please specify)	
Total funds available:		Total estimated expenses:	

Funding and Scholarship:

- I intend to apply for an OS Help loan
- I wish to be considered for a New Colombo Plan scholarship

Statement of purpose:

Please attach a 500-word statement explaining why you want to participate in the FedUni Exchange Program.

- Explain why you chose your preferred exchange institution, what you hope to achieve and any challenges you may face.
- Explain how your exchange experience will impact your academic, personal and career goals.

Student Declaration and Agreement:

Federation University Australia is committed to providing as many students as possible the opportunity to undertake a period of study overseas and the Exchange Program has been developed in support of this commitment.

In order to participate in the Federation University Australia Exchange Program ("the Program"), please read the following terms and conditions and complete the checklist and statement at the end of this document.

1. Selection

I acknowledge that selection for exchange is made on the basis of academic merit, and an evaluation of my suitability to participate in the exchange program and represent Federation University Australia (FedUni) overseas.

I acknowledge that if more applicants than places are available for the selected host university, FedUni will assess my application. In the event that my first preference is not available, I will be contacted by the FedUni Exchange Team to discuss alternative options.

2. Enrolment

Prior to departure on the Program, I will ensure that I am enrolled on the FedUni student management system on a full-time basis for the period I will be on exchange. If enrolment is not possible prior to departure (eg the semester is not open for enrolments) I will arrange for my Faculty to enrol me on a full-time basis when enrolment becomes possible.

I agree that it is my responsibility to liaise with my Faculty in relation to courses that I wish to study at the overseas institution. I agree that it is my responsibility to ensure my enrolment whilst on the Program meets the requirements of Centrelink (if I am in receipt of payments) and I understand that Centrelink may cease my payments should I fail to ensure my enrolment meets those requirements.

3. Expenses

I agree that I am responsible for ensuring that I have sufficient funds to participate in the Program.

I agree to pay all expenses associated with my application in the Program, and will ensure all debts are paid to Federation University Australia, including but not limited to:

- All applicable loans, student contribution amounts and tuition fees will be at the full-time student rate being charged by Federation University Australia in the semester in which the Program commences, regardless of the amount of credit sought for Exchange studies;
- the cost of text books and educational supplies required for the Program;
- all travel, visa, accommodation and living expenses associated with my participation in the Program;
- all health insurance costs and medical and pharmaceutical expenses incurred for my benefit; and
- all costs resulting from the modification or termination of my participation in the Program.

If I wish to supplement my funds and apply for an OS-HELP loan, I agree that I am responsible for ensuring that I apply for the loan by the applicable deadline and to the appropriate person. I understand that an application submitted after the applicable deadline will not be processed at that time, and will be held until the next application round closes. I understand that just because I have applied for an OS-HELP loan, it does not guarantee that I will be approved for the loan. I understand that it may be necessary for me to submit an application for an OS-HELP loan prior to being approved to participate in the Program.

I understand that it is my responsibility to ensure that I have submitted the application allowing enough time for the application to be assessed and for the funds to be processed (if approved for the loan).

I acknowledge that Federation University Australia has not agreed to provide any funds to assist with the payment of any expenses referred to in Points 1, 2, 3 and 4 of this document, unless and until it has agreed to do so in a signed letter addressed to me.

4. Visas

I agree that I am responsible for obtaining appropriate visa or entry documents prior to my departure.

5. Insurance

I agree that I am responsible for obtaining insurance that will provide me with adequate medical and health coverage for the duration of my participation in the Program. I agree that I am responsible for travel insurance. I agree to provide my insurance information to Federation University Australia prior to departure overseas.

6. Disclosure of Personal Information

I consent to the disclosure by Federation University Australia of any personal information about me, including my academic record, in any or all of the following circumstances:

- a) If Federation University Australia believes the disclosure would assist any hospital or other medical provider in relation to the provision of medical assistance to me;
- b) If Federation University Australia believes the disclosure would assist in satisfying my immigration or visa requirements during the Program or otherwise facilitate my travel;
- c) If Federation University Australia believes the disclosure is required to enable or assist me to obtain funds to facilitate my participation in the Program; and
- d) In any other circumstance in which Federation University Australia believes the disclosure of the personal information is reasonably necessary to facilitate (directly or indirectly) my participation in the Program.

7. Duration of the Program

I understand that my placement in the Program will normally be limited to the period specified in the letter of offer. I understand that I am required to study full time for the term of my studies abroad, unless on a special Faculty-approved program.

8. Unforeseen Events

I understand that due to the International aspect of the Program, events beyond the control of Federation University Australia may occur including the outbreak of war, civil unrest or natural disasters; and that these may require modification of my participation in the Program. I agree that Federation University Australia may modify my participation in the Program in these circumstances.

9. Rules and Regulations

I understand that I am subject to the rules and regulations of both Federation University Australia and the host institution, and that failing to abide by them could result in the immediate termination of my participation in the Program. I understand that this exchange is subject to the acceptance of my application by the proposed host university.

10. Ambassadorship

I acknowledge that being a representative and ambassador of Federation University Australia and Australia is an important part of the Program. I undertake to conduct myself in a manner that will not offend either the laws of the host country, or the cultural norms or behaviour patterns of the people of the host country. I agree that Federation University Australia may terminate my participation in the Program if I fail to maintain what Federation University Australia considers to be an acceptable standard of public and private conduct.

11. Ongoing Obligations

I will keep the Centre for University Partnerships, Student Administration and Faculty offices informed of any change to course enrolment and contact details (email, telephone, address, etc) at all times. This includes the period before I leave Australia, whilst away on exchange and travelling, and upon my return to Australia.

I will keep the Centre for University Partnerships informed about my expected date of return to Australia, and will let them know when I am back. On my return to Australia, I agree to assist the Centre for University Partnerships as much as possible to:

- a) Update information regarding the host institution and activities;
- b) Assist in the promotion of the Federation University Australia Exchange Program to Federation University Australia students;
- c) Assist students participating in the Program in the following semesters;
- d) Assist with the provision of support services to exchange students coming to Federation University Australia;
- e) Participate in orientation activities for international exchange students;
- f) Attend an Exchange Program debriefing and complete an evaluation survey.

12. Statement of Risks

The Program involves the risks inherent in international travel. These include, but are not limited to: a poor road and transportation system, tropical diseases, exposure to wildlife, delay or inconvenience, program cancellation or curtailment, the loss of personal property, injury, and even death. Exchange students will be using the services of independent travel agents and airlines. Federation University Australia cannot accept responsibility for the conduct of these independent agencies. It is always possible that the Program may not be completed or individual activities may be curtailed or cancelled. Reasons for curtailment or cancellation may include, but are not limited to: weather, illness, political disturbances, transportation problems, failure to perform on part of the travel agents or airlines, problems relating to customs, or other circumstances beyond the control of Federation University Australia.

It is the responsibility of each participant in the Program to learn as much as possible about the risks of the venture, to weigh those risks against the advantages and to decide whether or not to participate.

Federation University Australia, its governors, officers, employees, students and representatives, and any individuals connected with the Program accept no responsibility and assume no liability with respect to any academic, vocational, medical, or financial advice received by a participant considering the Exchange Program.

1. I agree to participate in the Federation University Exchange Program on the above terms and conditions.
2. I agree to release and indemnify the University, its officers, employees, agents and students from and against all actions, claims, proceedings and demands on which may be made or brought by any person, body or authority against it or them or any of them in respect to any loss, injury or damage whether personal or to property including death and consequential financial loss (including legal costs and expenses on a solicitor/own client basis), arising out of my participation in the Program, excepting those damages and losses directly attributed to the wilful, unlawful or negligent act of omission of the University, its officers, employees, agents, or students.

Family name: _____

Given name/s: _____

Address: _____

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FedUni Student ID Number

Student Signature

Date

Witness Signature

Date

Person to contact in case of emergency:

Name: _____

Address: _____

Academic Reference 1:

Section 1 (to be completed by student):

Personal Details:

Title

First Name

Other Name/s

Family Name

FedUni Student ID Number

Student Signature

Date

Section 2 Referee Details:

The student whose name appears above is applying for the Exchange Program to study overseas.

Undertaking exchange overseas can be a challenging experience. The applicant must have a high degree of academic and personal motivation, and the ability to interact with people from diverse backgrounds. Your candid opinion of the student's intellectual abilities, emotional maturity and capability to study and live overseas is important in determining if the student has the qualities necessary to successfully complete the Exchange Program.

Name: _____

Position or Title: _____ Faculty: _____

Email: _____ Phone: _____

Section 3 Reference:

How long, and in what capacity have you known the applicant?

Do you recommend the applicant for the exchange program? Explain why.

Additional comments:

Referee Signature

Date

Academic Reference 2:

Section 1 (to be completed by student):

Personal Details:	Title	<input type="text"/>	First Name	<input type="text"/>
Other Name/s	<input type="text"/>			
Family Name	<input type="text"/>			
<input type="text"/>	<input type="text"/>			<input type="text"/>
FedUni Student ID Number	<i>Student Signature</i>			<i>Date</i>

Section 2 Referee Details:

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Name: _____

Position or Title: _____ Faculty: _____

Email: _____ Phone: _____

Section 3 Reference:

How long, and in what capacity have you known the applicant?

Do you recommend the applicant for the exchange program? Explain why.

Additional comments;

<input type="text"/>	<input type="text"/>
<i>Referee Signature</i>	<i>Date</i>

Checklist:

- I have completed all sections of this application form
- My study plan has been completed and signed by my faculty
- My faculty has approved my participation in the exchange program
- I am aware that I will need to complete an **Approval for Exchange** form should I be accepted
- If applying for an OS-HELP loan, the application has been submitted to the appropriate person
- I have provided a photocopy of my passport or I have applied for a passport
- I have obtained 2 Academic References
- I have read and signed the student Declaration and Agreement