

International Activity Funding Request Form



ACU is committed to ensuring the privacy of all information it collects. Personal information supplied to the University will only be used for administrative and educational purposes of the institution. Personal information collected by the University will only be disclosed to third parties with the written consent of the person concerned, unless otherwise stated by law. For further information please see the University's Statement on Privacy located at <http://www.acu.edu.au/145293>. CRICOS 00004G

1. CHECKLIST

Please ensure that this form (and any supporting documentation) is submitted to ACU International at least 28 days prior to the commencement of your international activity.

Supporting documentation required:

1. Bank Details Form (see page four of this form)
2. An endorsement from your Head of School. *ACU International will advise you further about this upon receiving this form.*

Once complete, email this form and supporting documents to: studyabroad@acu.edu.au.

If you are applying for the ACU Travel Grant, OS-HELP, or if you will be a recipient of any other Australian government funding (ie NCP, ISEP), you only need to submit this form once.

2. PERSONAL DETAILS

ACU Student Number		Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Family Name					
First Name					
Previous Family Name (if applicable)					
PO Box or Street Address					
Suburb					
State		Postcode			
Telephone Number/s					
Email address					
	<i>Official university correspondence will always be sent to your ACU student email account.</i>				

3. CURRENT STUDIES AT ACU

Your current ACU course	Bachelor of _____			
	Master of _____			
	Other ACU course _____			
ACU Campus	<input type="checkbox"/>	Adelaide	<input type="checkbox"/>	Ballarat
	<input type="checkbox"/>	Brisbane	<input type="checkbox"/>	Canberra
	<input type="checkbox"/>	Melbourne	<input type="checkbox"/>	North Sydney
	<input type="checkbox"/>	Strathfield	<input type="checkbox"/>	Online/other
Are you an International Student?	<input type="checkbox"/>	Yes		
	<input type="checkbox"/>	No		

4. EMERGENCY CONTACT INFORMATION

Name			
Telephone Number/s			
E-mail address			
Relationship to You			
I authorise ACU International to contact the above person in the event of an emergency.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

International Activity Funding Request Form

5. TYPE OF PROGRAM TO BE UNDERTAKEN		
Faculty-led Study Tour	<input type="checkbox"/>	Name: _____
Volunteer/Community Engagement	<input type="checkbox"/>	Name: _____
Is your Volunteer / Community Engagement part of an ACU unit?	<input type="checkbox"/>	Yes → Please list the unit code (ex: EDFX 207) _____
	<input type="checkbox"/>	No → If not part of a unit, and you are going overseas purely to volunteer, then you will not be eligible for OS-HELP.
Internship	<input type="checkbox"/>	Name: _____
Other (ie, Conference)	<input type="checkbox"/>	Name: _____
6. PROGRAM INFORMATION		
ACU Faculty Member in Charge of Program	Name: _____	
Country of Overseas Program	_____	
Dates and Length of Program	Dates:	_____ to _____
	<input type="checkbox"/>	2 weeks or less
	<input type="checkbox"/>	2-4 weeks
	<input type="checkbox"/>	4-6 weeks
	<input type="checkbox"/>	More than 6 weeks
Will you receive ACU credit?	<input type="checkbox"/>	Yes → How much credit will you receive? (ex: 10 credit points) _____
	<input type="checkbox"/>	No
7. ACU VICE CHANCELLOR'S TRAVEL GRANT		
Are you applying for the ACU Vice Chancellor's Travel Grant?	<input type="checkbox"/>	Yes → read below information
	<input type="checkbox"/>	No → proceed to Section 8
<p>ACU Vice Chancellor's Travel Grant Acceptance</p> <p>Before signing this form, please ensure that you have read the ACU Vice Chancellor's Travel Grant Guidelines available at: https://students.acu.edu.au/806606</p> <p>In order to receive the ACU Vice Chancellor's Travel Grant, you must meet all of the eligibility criteria as outlined in the Travel Grant Guidelines, and abide by the conditions listed below.</p> <p>As a recipient of the ACU Vice Chancellor's Travel Grant, I declare that I will fulfil the following conditions:</p> <ol style="list-style-type: none"> 1. I will act as an ambassador for Australian Catholic University on my overseas program. 2. I will assist ACU International with promotional activities during, or after my overseas program. 3. If my planned overseas program changes in any way from the agreed proposal, I will alert ACU International immediately. 4. I will register with the International SOS Travel Assistance Service, and will enter my travel details into the online system. ACU International will provide you with the International SOS registration requirements upon receipt and assessment of this form. 5. If I cut short my overseas program, I will be required to pay back the grant to ACU. <p>I understand that if I fail to meet the above conditions, or if I fail to declare changes to my overseas program, I will be in breach of the ACU Vice Chancellor's Travel Grant conditions and will be subject to repay the grant to ACU.</p>		
<input type="checkbox"/>	<p>I understand that in order for my travel grant to be processed, I must register and enter my travel details with International SOS. Failure to do so will result in my not receiving the travel grant.</p> <p>ACU International will provide you with the International SOS registration information once you have submitted this form, and your grant application has been assessed.</p>	
<ul style="list-style-type: none"> • If you wish to accept the ACU Vice Chancellor's Travel Grant, please tick the above box and sign below. • If you do not wish to accept the ACU Vice Chancellor's Travel Grant, proceed to Section 8 of this form. 		
ACU Vice Chancellor's Travel Grant Acceptance	Signature	_____
	Date	_____

International Activity Funding Request Form

8. OS-HELP LOAN

Are you applying for the OS-HELP Loan?	<input type="checkbox"/>	Yes → read below information
	<input type="checkbox"/>	No → proceed to Section 9

OS-HELP Loan Acceptance

This is not the official OS-HELP debt confirmation form. Upon receiving this form, ACU International will assess you for eligibility. If you are eligible for the loan, ACU International will provide you with the OS-HELP debt confirmation form.

Please note: programs which are already subsidised and financially support student participation will only receive a nominal amount of OS-HELP. This amount will be determined by ACU International after a review of the programs costs has been made.

Before signing this form, please ensure that you have read the ACU OS-HELP Policy & Guidelines for Students available at: <https://students.acu.edu.au/806606>

In order to receive the Australian Government OS-HELP Loan, you must meet all of the eligibility criteria as outlined in the ACU OS-HELP Policy & Guidelines for Students, and further declare that:

1. I will have at least one unit (0.125 EFSTL) left in my degree upon my return to ACU.
2. My Course Coordinator has approved my plan of study overseas.
3. I have read the ACU OS-HELP Policy and Guidelines for Students (available at <https://students.acu.edu.au/806606>)

I understand that the personal information contained in this form is collected for the purpose of determining my entitlement to OS-HELP assistance. If I provide false or misleading information in applications for OS-HELP, ACU may be required to disclose information contained in this form to the relevant Australian Government department. I understand that ACU may also be required to disclose my personal information as otherwise authorised or required by law.

For more information on the OS-HELP please refer to the Study Assist website:

<http://studyassist.gov.au/sites/studyassist/help-paying-my-fees/os-help-overseas-study/pages/os-help-loans-and-study-overseas>

- If you wish to accept the OS-HELP loan, please sign below.
- If you do not wish to accept the OS-HELP loan, proceed to Section 9 of this form.

OS-HELP Loan Acceptance	Signature	
	Date	

9. APPLICANTS WITH SPECIAL NEEDS

Do you have special needs which may affect your studies that ACU and your host institution should be aware of during your exchange? <i>The information you provide in your response will assist ACU International to ensure you have access to the most appropriate resources during your overseas program</i>	<input type="checkbox"/>	Yes → if yes, please specify below	<input type="checkbox"/>	No
	<input type="checkbox"/>	Hearing		
	<input type="checkbox"/>	Vision		
	<input type="checkbox"/>	Mobility		
	<input type="checkbox"/>	Learning		
	<input type="checkbox"/>	Medical		
	<input type="checkbox"/>	other, please specify:		

10. STUDENT DECLARATION

- I declare that, to the best of my knowledge, all information on this form is complete and accurate.
- I understand that the University may, with due regard to the University's Privacy Policy, obtain confirmation of records from any institution attended by me and may provide information to Government bodies as required by law. I also understand that the University reserves the right to vary any decision made on the basis of incorrect or incomplete information supplied by me.
- I further declare that I will register my travel details with International SOS.

Applicant Signature		Date	
---------------------	--	------	--

International Activity Funding Request Form



BANK ACCOUNT DETAILS FORM

This form authorises ACU to process any payments pertaining to your ACU overseas study program.

Payments may include:

- ACU Vice Chancellor's Travel Grant
- Australian government OS-HELP Loan
- Australian government scholarships (NCP, ISEP, etc)

The payment/s will be made to you via a bank transfer. Payments may take up to four weeks (once all supporting documents have been received) to process.

Once complete, email this form to studyabroad@acu.edu.au.

PERSONAL DETAILS	
Name	
Student Number	
BANKING DETAILS	
Bank Name	
BSB Number	
Account Number	
Account Holder's Name	