Vice Chancellor’s Travel Grant Guidelines for non-exchange activities

The Vice Chancellor has made available funds to assist students with the associated costs of undertaking overseas study opportunities.

Eligibility Criteria
You are entitled to apply for an ACU Travel Grant in relation to a study period overseas if you:

• Have not previously received an ACU Travel Grant;
• Are enrolled in an undergraduate or post-graduate by coursework course of study at ACU;
• Are not a citizen/resident of the country in which you will undertake the international activity.
• Have already completed at least one year of study, (normally 80 credit points) that counts in your course of study at ACU;
• Are enrolled full-time, that is, to receive at least 30-40 credit points for a semester, or 60-80 credit points for a year with an overseas higher education institution and will be undertaking that study outside Australia;
• Have your overseas study count as credit for the course in which you are enrolled at ACU; or you are undertaking an international activity within your ACU course that is approved by your course coordinator;
• Will still have at least one full semester, usually, 40 credit points to complete in your course on return from overseas study;
• Are selected to take part in an approved exchange or study abroad program for academic credit by ACU at an overseas partner institution; or you are undertaking an international activity within your ACU course that is approved by your course coordinator;
• Are selected on a competitive academic performance basis to be eligible for the number of grants available.

Note:

• All criteria listed above must be met for eligibility.
• You may receive an ACU Travel Grant in the first or second semester of your middle year(s) or the first semester of your final year.
• If you intend to commence your exchange in the first semester of your final year you must intend to return to ACU to complete 40 credit points.
• NOT returning to complete the final 40 credit points renders applicants ineligible to apply for the ACU Travel Grant.

Grant Amount
The value of your travel grant will be determined by ACU International and your faculty. The amount of funding available will depend on the type of international activity you undertake. This is a once only grant that is disbursed by the Study Abroad & Exchange Office upon receipt of your travel tickets. You will be reimbursed by ACU approximately two weeks after submitting your tickets.

How to Apply
To apply for a travel grant you must complete and submit the attached Travel Grant Acceptance Form and Bank Details Form to ACU International as indicated. You must also provide copies of your passport and your flight tickets/receipts.

Selection Criteria
Your application for a Vice Chancellor’s Travel Grants must be endorsed by your Head of School.
Where there are more applications than funding available, loans will be prioritised on the basis of academic merit.

**Application Deadline**
Applications for the Vice Chancellor’s Travel Grant are required two weeks prior to your planned departure from Australia.

**Payment of Grant**
Grants will only be paid when it is confirmed that the international activity you will undertake is approved by your Head of School and you have provided evidence of payment of airfares, and travel insurance.

**Withdrawal of Grant**

**Before being paid**
If you are approved for an ACU Travel Grant, and your circumstances change so that you no longer meet the eligibility criteria, or it is determined that you have provided false or misleading information, but have not yet been paid the grant, the University will withdraw the offer of a grant.

**After being paid**
If the grant has already been paid to you and your circumstances change so that you are no longer eligible or able to undertake the approved international activity, the grant must be repaid to ACU within 4 weeks.

**Obligations and Conditions of receiving an ACU Travel Grant**
Conditions of receiving a grant include:
- Having sufficient travel insurance;
- Acting as an ambassador for Australian Catholic University while undertaking the exchange;
- Assisting on your home campus during the on-campus Exchange Fair promotions following your return or providing a travel report based on your experience.

You must notify the Study Abroad & Exchange Office in writing if your planned overseas study changes in any way from the agreed proposal. Students failing to declare changes to their approved activity will be in breach of the conditions of the travel grant and subject to repayment of the funds.

**Repayment of Grant**
Students breaching the conditions of their travel grant will be required to repay the grant to the University. A sanction may be placed on a student’s record until the repayment is received, prohibiting receiving transcripts from the University or graduation.

Students who fail to complete the program will be required to repay the travel grant, except in cases where compassionate or compelling circumstances have occurred. Students will be required to provide documentation regarding these circumstances.

**Further Information**
Contact the Study Abroad & Exchange Office: International Office
MacKillop Campus
PO Box 968
Level 16, Tenison Woods House
8-20 Napier Street,
North Sydney NSW 2059
Tel: 02 9739 2074
Fax: 02 9739 2001
E-mail: studyabroad@acu.edu.au
Skype: studyabroad.acu
TRAVEL GRANT ACCEPTANCE –
NON-EXCHANGE

Please read the conditions below and sign if you wish to accept the ACU Vice Chancellor’s Travel Grant.

1. If for any reason I do not complete the approved international activity, I agree to return the full amount of the ACU Travel Grant within 30 days of the termination of my program.

2. I agree to provide a report to ACU International outlining the benefits of the international activity I have undertaken within 1 month of my return to Australia.

I wish to accept the ACU Travel Grant.

<table>
<thead>
<tr>
<th>NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAIL</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

Please complete this form and return to:

Exchange & Study Abroad
ACU International
PO BOX 968
North Sydney NSW 2059

E-mail: studyabroad@acu.edu.au
**BANK DETAILS FORM**  
*(for ACU VC’s Travel Grant Payment – Non-exchange)*

<table>
<thead>
<tr>
<th>NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACU STUDENT NUMBER</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

Payment of your grant will be made via EFT*. Please provide your bank details below.

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB NUMBER</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT NUMBER</td>
<td></td>
</tr>
<tr>
<td>NAME ACCOUNT IS HELD IN</td>
<td></td>
</tr>
</tbody>
</table>

*if you do not have a nominated bank account, the University will pay you by cheque. Please provide the address that you wish to have your cheque sent.

<table>
<thead>
<tr>
<th>PO Box or Street Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

Please complete this form and return to:

Exchange & Study Abroad  
ACU International  
PO BOX 968  
North Sydney NSW 2059

E-mail: studyabroad@acu.edu.au