Vice Chancellor and President’s Travel Grant
Guidelines for ACU students participating in an approved international learning experience

About the grant
The Vice Chancellor and President has made available funds to assist students with the associated costs of undertaking international learning experiences.

There are six categories of international learning experiences that are eligible for this funding:

1. Exchange or Placement: semester or year (Includes Bachelor of Global Studies and Bachelor of International Development Studies semester abroad)
2. Exchange: short-term program
3. International Core Curriculum
4. Featured international partner university scholarship
5. Faculty-Lead short term programs
6. Other, non-exchange international activities

Eligibility
In order to be eligible for the ACU Vice Chancellor and President’s Travel Grant, you must:

• Have not previously received the ACU Vice Chancellor and President’s Travel Grant.
• Be currently enrolled in an undergraduate or postgraduate course at ACU.
• Have already successfully completed a study load at ACU of at least:
  o Undergraduate enrolment: 80cp
  o Postgraduate enrolment: 40cp
• Demonstrate that your international learning experience counts as credit or fulfils a mandatory course component for the course in which you are enrolled at ACU.
• Exchange students (category 1 & 2 only): be enrolled full-time with an overseas higher education institution and will be undertaking that study outside Australia.

All criteria listed above must be met for eligibility. Failure to meet the eligibility criteria will make you ineligible to receive the grant.

How to Apply
Applicants apply for funding using the following methods:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>How to apply for funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exchange or Placement: semester or year</td>
<td>Tick the box on your desired program’s application form.</td>
</tr>
<tr>
<td>2. Exchange: short-term program</td>
<td></td>
</tr>
<tr>
<td>3. International Core Curriculum</td>
<td></td>
</tr>
<tr>
<td>4. Featured partner scholarships</td>
<td>If you have filled out the exchange application form seeking a featured partner, and have indicated that you wish to apply for the Travel Grant, you will be automatically assessed for a featured partner scholarship.</td>
</tr>
<tr>
<td>5. Faculty-Lead Study Tour</td>
<td>Submit a completed Learning Abroad: Funding and Insurance Request to ACU International.</td>
</tr>
<tr>
<td>6. Other, non-exchange international activities</td>
<td></td>
</tr>
</tbody>
</table>

All forms are available at: [https://students.acu.edu.au/806602](https://students.acu.edu.au/806602)

Application Deadline
Applicants must submit a complete application and supporting documents at least 30 days prior to the start of their overseas travel in order to be eligible to receive the grant.

Grant applications received after you depart, or upon your return will not be accepted.
Application Requirements and Supporting Documentation
After initial application, applicants must submit the following supporting documentation:

**Exchange or Placement: semester or year (categories 1-2):**
- Signed acceptance of your ACU Outbound Exchange/Study Abroad offer letter.
- Partner university/organisation acceptance letter
- Itinerary and airline ticket receipt
- Travel Grant Acceptance Form
- Bank Account Details Form

**International Core Curriculum (category 3):**
- Signed acceptance of your International Core Curriculum offer letter
- Itinerary and airline ticket receipt
- Travel Grant Acceptance Form
- Bank Account Details Form

**Students undertaking all other programs (categories 5-6)**
- Learning Abroad: Funding and Insurance Request Form
- ACU Head of School formal endorsement of the international activity. ACU International will advise you accordingly once you have submitted the Funding and Insurance Request form.

All students must register their travel arrangements with International SOS before the grant can be processed.

**Terms and Conditions**

**Selection Criteria**
Where there are more applications than funding available, loans will be prioritised on the basis of academic merit. Then, the loans will be subsequently allocated on acceptance by the overseas institution.

**Grant Amount**
Please refer to the table on page 4 for funding availability and limits for each program category.

**Grant Exclusions**
Your grant award does not cover the following:
- Personal travel that you may take on your way to or from your host country.
- Travel insurance that you have purchased with your airfare.
- Retrospective changes to your itinerary which result in a fee charged by the airline cannot be considered for a grant reimbursement.
- Gift voucher or frequent flyer award bookings.
- Any other flight combinations that you purchase while overseas.

**Payment of the Grant**
The grant will be paid to you once relevant applications and supporting documents have been processed. Payments can take 2-4 weeks from the date of processing to come through to your nominated bank account.

**Payment terms:**
- ACU International processes the Travel Grant payments on the 15th of every month. To ensure a prompt payment, please submit your Travel Grant documents to ACU International prior to the 15th of each month. ACU International will advise you when your Travel Grant has been sent for payment processing. If you have not received your grant after 4 weeks of receiving notification from ACU International, please email accounts_payable@acu.edu.au.
• Grant applications received after you depart, or upon your return will not be accepted. You must submit your application no later than 30 days prior to your departure.
• You will only receive 1 payment of the ACU Vice Chancellor and President’s Travel Grant over the course of your ACU career (ie, if you participate in more than one overseas activity, you will only receive the travel grant for the first program).
• All Travel Grant payments are final and are based on the ticket price at the time of submission to ACU International.

Obligations and Conditions of receiving an ACU Travel Grant
Conditions of receiving a grant include:

• Students will not be paid unless they have successfully registered their personal information and travel arrangements with International SOS.
• Students must have sufficient travel insurance for the full duration of their international program.
• Students are required to attend any Pre-departure Sessions/Workshops prior to receiving the Travel Grant funds.
• Students will act as an ambassador for Australian Catholic University while undertaking their international program.
• Exchange and International Core Curriculum: Students will assist ACU International with compulsory promotional activities during, or after their international program. Examples of promotional activities include (but are not limited to):
  • Submitting blog entries and photos during your study/overseas activity.
  • Updating the ACU Abroad Facebook page.
  • Assisting ACU International with info sessions, Open Day, or Orientation events.

You must notify ACU International 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.

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 to ACU, and have not yet been paid the grant, the University will withdraw the offer of a grant.

Withdrawal of Grant – After being paid
If the grant has already been paid to you and your circumstances change so that you are no longer eligible to receive the grant, or you are no longer able to study overseas, you must repay the grant to ACU within 4 weeks.

Repayment of Grant
If you breach the conditions of the travel grant you will be required to repay the grant to the University. A hold may be placed on your record and account until the repayment is received, prohibiting receiving transcripts from the University or graduation.

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

Further Information
If you have any queries or require any clarification regarding the information included in this document, please contact ACU International at studyabroad@acu.edu.au.
<table>
<thead>
<tr>
<th>Category</th>
<th>Overseas Program or Activity</th>
<th>Minimum credit points</th>
<th>Amount</th>
<th>Who should apply for this grant?</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1        | Exchange or Placement: 1 or 2 semesters       | 30cp for 1 semester   | Up to $2,500 – the grant amount cannot exceed the cost of return airfares to the program location ^ | Students undertaking a full-time exchange program or approved placements for 1 or 2 semesters:  
- Exchange programs  
- Global Studies exchange  
- Global Studies internships  
- BIDS Immersion Experience Program  
- Internship placements where the faculty has pre-approved a minimum of 30 credit points for credit transfer.  
All additional placements that are pre-approved with less than 30 credit points will be assessed under the criteria for category 6: “Other non-exchange international activities.”  
Eligibility for this grant is merit based if the budget not allow all applicants to receive funding.  
^ Students undertaking either the Bachelor of International Development Studies or Global Studies dual degree will be awarded the travel grant in full. |                                                                                                                                                                                                                                                                                                                                                             |
| 2        | Exchange short-term program                   | 10cp                  | Up to $1,250 – the grant amount cannot exceed the cost of return airfares to the program location | Students undertaking a short-term exchange program that has been approved for credit by the ACU Course Coordinator and students who are undertaking a Core Curriculum unit overseas as an elective.  
Eligibility for this grant is merit based if the budget not allow all applicants to receive funding. |                                                                                                                                                                                                                                                                                                                                                             |
| 3        | International Core Curriculum                | 10cp                  | Up to $2,500 – the grant amount cannot exceed the cost of return airfares to the program location | Students undertaking a pre-approved Core Curriculum unit towards their ACU degree overseas.  
Eligibility for this grant is merit based if the budget not allow all applicants to receive funding. |                                                                                                                                                                                                                                                                                                                                                             |
| 4        | Featured partner scholarships                 | 30cp for 1 semester   | $1,000 – This grant is an addition to the standard travel grant for exchange: 1 or 2 semesters. | Students undertaking exchange studies at one of ACU’s featured international partners. Eligible students will be awarded this grant automatically when their travel grant application is assessed.  
Featured Partners are selected annually based on:  
- Strategic new partnerships  
- Faculty initiatives  
- Special partner programs  
- Inbound/outbound student imbalance | The following documentation must accompany the travel grant application for category 5 & 6:  
- Learning Abroad: Funding and Insurance Req Form  
- ACU Head of School formal endorsement of the international activity |                                                                                                                                                                                                                                                                                                                                                             |
| 5        | Faculty-Led Study Tours                      | N/A                   | $500                    | Students undertaking any of the following activities overseas:  
- Short-term clinical placement  
- Placements with less than 30cp  
- Study Tours  
- Community Engagement  
- Conference  
- Research activities  
- Fieldwork  
- Mission related activities (i.e., WYD) | The following documentary must accompany the travel grant application for category 5 & 6:  
- Learning Abroad: Funding and Insurance Req Form  
- ACU Head of School formal endorsement of the international activity |                                                                                                                                                                                                                                                                                                                                                             |
| 6        | Other, non-exchange International activities  |                        |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                           |