

ACU Vice Chancellor and President's Learning Abroad Grant Guidelines for Students

Background

The ACU Vice Chancellor and President has made available funds to assist students undertaking an approved Learning Abroad program while studying at ACU. The information below is currently applicable, but may be subject to change for future years.

There are several categories of Learning Abroad that are eligible for the ACU Vice Chancellor and President's Learning Abroad Grant:

1. Semester Exchange Programs
2. Semester – ACU Rome Campus
3. Global Studies & Bachelor of International Development Programs
4. International Internships
5. Short-term Exchange Programs
6. Featured Exchange Partner University Programs
7. International Core Curriculum Programs
8. Faculty-led Learning Abroad Programs
9. Other approved Learning Abroad Programs
10. Virtual Learning Abroad Programs

Eligibility

You are eligible for the ACU Vice Chancellor and President's Learning Abroad Grant if:

- You are a current, enrolled ACU student, and will have completed at least 40 credit points at the time of your Learning Abroad program start date;
- You have not previously received the ACU Vice Chancellor and President's Learning Abroad Grant. However, students receiving the grant for the first time for a virtual learning abroad program are eligible to apply for the grant a second time so long as the total value of the grant for the combined learning abroad activities does not exceed \$2,500. The value of the second grant will be based on the program type as per table 1.
- You are approved by your Faculty to participate in an eligible Learning Abroad program;
- You register your travel details (if applicable) with *International SOS*;
- In an emergency, and you are contacted by ACU or by *International SOS*, you agree to reply to messages within 24 hours confirming your current status;
- You agree to assist ACU International with promotional activities during and after your approved Learning Abroad program; and
- You agree to complete a survey about your approved Learning Abroad program upon completion.

Learning Abroad Grant Value

The ACU Vice Chancellor and President's Learning Abroad Grant value ranges from AUD\$500 - \$2,500 based on program type and credit point minimum.

Please refer to the following tables for more information:

TABLE 1: Learning Abroad Programs - international travel required			
Program Type	Minimum ACU Credit Points	Grant Value (AUD)	Additional Information
Semester Exchange Programs	30 cp for 1 semester 60 cp for 2 semesters	Reimbursement of airfare up to \$2,500	
Semester - ACU Rome Campus	30 cp	Reimbursement of airfare up to \$2,500	
Global Studies & Bachelor of International Development Programs	40 cp for 1 semester	\$2,500	Global Studies Exchange and Internship BIDS Immersion
Short-term Exchange Programs	10 cp	\$1,250	
Featured Exchange Partner University Programs	30 cp for 1 semester 60 cp for 2 semesters	TBC - awarded to students studying at a featured exchange partner	TBC
International Core Curriculum Programs	10 cp	Reimbursement of airfare up to \$2,500	Programs in Rome, Leeds, Beijing and New York.
International Internships (8 weeks or longer)	20 cp	Reimbursement of airfare up to \$2,500	The internship must fulfil a requirement of the student's ACU degree.
Faculty-led Learning Abroad Programs	0 cp	\$500	Programs led by an ACU faculty leader to an overseas location. <i>Example: HUMA 317 in Rome.</i>
Other approved Learning Abroad Programs	0 cp	\$500	Eligible programs include but are not limited to: <ul style="list-style-type: none"> • Clinical or professional placement • Community Engagement • Volunteering • Overseas Conference • Research activities • Fieldwork • Internships (not referred to above)

TABLE 2: Learning Abroad Programs - international travel <u>NOT</u> required			
Program Type	Minimum ACU Credit Points	Grant Value (AUD)	Additional Information
Virtual Semester Program (for Global Studies & Bachelor of International)	30 cp for 1 semester 60 cp for 2 semesters	Reimbursement of program fee up to \$2,500	Students who receive external funding that covers the full cost of the approved program will not be eligible.
Other approved Virtual Learning Abroad Programs	0 cp	Reimbursement of program fee up to \$500	Students who receive external funding that covers the full cost of the approved program will not be eligible.

Payment of the grant

Payments for the ACU Vice Chancellor and President's Learning Abroad Grant are sent to ACU Finance monthly, usually on the 15th day of the month.

Where international travel is required (see Table 1), once ACU International has received your faculty program endorsement, and you have registered your travel details with *International SOS*, you will be added to the next Learning Abroad grant payment batch. You may be required to provide proof of payment for the cost of your program if applicable. You will receive an email once your grant has been sent to ACU Finance, so that you know to expect the funds soon afterwards.

Your Learning Abroad Grant payment will be paid by bank transfer into the bank account you specify in your Learning Abroad Funding and Insurance (LAFI) Form.

All Learning Abroad Grant payments are final. If you think you may undertake another Learning Abroad program in the future, carefully consider for which program you wish to receive the grant payment, as you will only be able to receive the ACU Learning Abroad Grant once during your time at ACU.

Faculty endorsement

All students participating in a Learning Abroad program are required to have the program endorsed by the Faculty. When you have submitted your LAFI Form, ACU International will advise you whether or not the endorsement has been supplied, and what, if anything further, is required.

Application process

Please submit the Learning Abroad Funding & Insurance (LAFI Form) at 6-8 weeks prior to your scheduled departure.

Within the LAFI Form, there is a section in which you must indicate you are applying for the ACU Vice Chancellor and President's Learning Abroad Grant.

Once you have submitted the LAFI Form, the Learning Abroad team will review your application and will send you further information regarding the funding. If your program requires international travel, we will also provide you information regarding ACU Travel Insurance and International SOS.

Applications that are received after your program start date will not be accepted.

Selection criteria

Where there are more applications than funding available in a particular year, the ACU Vice Chancellor and President's Learning Abroad Grant will be awarded to eligible students based on academic merit.

Grant exclusions

The ACU Vice Chancellor and President's Learning Abroad Grant does not cover the following:

- Personal travel
- External travel insurance
- Itinerary changes that attract a fee from an airline or travel agent
- Voucher or frequent flyer award bookings

Withdrawal of Grant – Before being paid

If you are approved to receive the ACU Vice Chancellor and President's Learning Abroad 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, ACU 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 participate in the approved Learning Abroad program, you must repay the grant to ACU within four weeks.

Repayment of Grant

If you breach the conditions of the Learning Abroad grant you will be required to repay the grant to the University. A hold may be placed on your ACU student record and account until the repayment is received, prohibiting receiving transcripts from ACU or graduating on time.

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

Further Information

If you have any queries or require any clarification regarding the information included in this document, please contact ACU International at globallearning.outbound@acu.edu.au