2013 Vice Chancellor’s Travel Grant Guidelines for ACU students participating in study and/or activities overseas

Background
The Vice Chancellor has made available funds to assist students with the associated costs of undertaking study/and or activities overseas.

There are five programs or activity types that are eligible for this funding:
1. Exchange or Placement for a full semester or year
2. Exchange short-term program
3. International Core Curriculum
4. Featured partner scholarships
5. Other, non-exchange international activities

Eligibility Criteria
You are eligible to apply for the ACU Vice Chancellor’s Travel Grant in relation to a study period or other overseas activity if you:

• Have not previously received the ACU Vice Chancellor’s Travel Grant.
• Are currently enrolled in an undergraduate or post-graduate course at ACU.
• Have already completed at least one year of full-time (or equivalent part-time) study, at ACU.
• Are enrolled full-time 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.*

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

*Only applies to students undertaking full semester, or year exchange programs overseas.

How to Apply
To apply for a travel grant you must tick the box on the Outbound Student Exchange/Study Abroad Application Form.

If you are applying for other, non-exchange international activities, please e-mail studyabroad@acu.edu.au for information on how to apply for the grant.

Application Deadline for studying overseas
Semester 1 exchange: 15 June
Semester 2 exchange: 15 December
Short-term programs: Varies, please contact studyabroad@acu.edu.au.
You must submit the following documentation no later than 30 days prior to your overseas travel to receive the grant:

- Evidence of travel (itinerary and ticket receipt)
- Travel Grant Acceptance Form
- Bank Account Details Form

In addition, if you are taking part in other, non-exchange international activities you must also include:

- Copy of your passport’s bio-data page
- A letter from your ACU Head of School endorsing and outlining your overseas activity

**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. Grant awards are generally based on the price of your airfare, as per the receipt that you submit and you will be reimbursed for your travel to and from your host country.

**Grant Exclusions**
Your grant award does not include 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.
- Changes that you make to your itinerary that incurs a fee.
- 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:
- You have been accepted by a partner institution program.
- You have received and have accepted your ACU Outbound Exchange/Study Abroad offer letter.
- You have signed the Travel Grant Acceptance Form and have submitted all required documentation.

**Note:**
- *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’s Travel Grant.*
- *You can expect to receive your grant payment within 4 weeks of submitting your complete travel grant application.*

**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.

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 your study/overseas activity.
- Assisting ACU International with compulsory promotional activities during, or after your exchange semester

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](http://www.facebook.com/ACUabroad).
- 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.

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 (Exchange & Study Abroad):

**ACU International**
Level 16, Tenison Woods House, North Sydney Campus
PO Box 968
North Sydney NSW 2059
02 9739 2074
[studyabroad@acu.edu.au](mailto:studyabroad@acu.edu.au)
### Grant Type & Award Amount

<table>
<thead>
<tr>
<th>Overseas Program or Activity</th>
<th>Length of study</th>
<th>Minimum credit points</th>
<th>Amount</th>
<th>Who should apply for this grant?</th>
<th>Note</th>
</tr>
</thead>
</table>
| **Exchange or Placement**    | 1 or 2 semesters | 30cp for 1 semester  
60cp for 2 semesters | Up to $2,500  
Merit based if the budget does not all applicants to receive funding. | Students undertaking a traditional exchange or placement for 1 or 2 semesters. | This includes International Development Studies places and Disney International Program placements where the faculty has pre-approved 30 credit points or more for a credit transfer. If less than 30 credit points are pre-approved, the activity would be assessed under the criteria for “Other non-exchange international activities”. |
| **Exchange short-term program** | 2-6 weeks | 10cp | Up to $1,250  
Merit based if the budget does not all applicants to receive funding. | Students undertaking a short-term program that has been approved for credit by the ACU Course Coordinator. |
| **International Core Curriculum** | Usually 4 weeks | 10cp | Up to $2,500  
Merit based if the budget does not all applicants to receive funding. | Students undertaking the Core Curriculum units overseas |
| **Featured partner scholarships** | 1 or 2 semesters, or short-term programs | 30cp for 1 semester  
60cp for 2 semesters | $1,000 | Students studying overseas at one of ACU’s featured partners. | Partners are selected annually based on:  
• Partner imbalances  
• Strategic new partnerships  
• Faculty initiatives  
• Special partner programs |
| **Other, non-exchange international activities** | N/A | N/A | $500 | Students undertaking any of the following activities overseas:  
• Short-term clinical placement  
• Placements with less than 30cp  
• Study Tour  
• Community Engagement  
• Conference  
• Research activities  
• Fieldwork  
• Mission related activities (i.e., WYD) | The following documentation must accompany the “Other non-exchange international activities” travel grant application:  
• Travel Grant Acceptance Form  
• Bank Details Form  
• Copy of your passport  
• Evidence of your overseas non-exchange activity:  
  1. Flight tickets/receipts  
  2. Letter from your ACU Head of School outlining the activity |