The Vice Chancellor has made available funds to assist ACU Outbound Exchange 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 (either the Exchange Travel Grant for full semester or short-term programs, or the Non-Exchange Travel Grant)
- are enrolled in an undergraduate or post-graduate by coursework course of study at ACU
- 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
- will still have at least one full semester (30-40 credit points) to complete in your course on return from overseas study
- are selected to take part in an approved exchange program for academic credit by ACU at an overseas partner institution
- 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 your last full-time semester.
- NOT returning to complete the final full-time semester renders you ineligible for the ACU Travel Grant, and you would be required to pay the grant back to ACU.

**Grant Amount**

**Full-semester exchange students:** You will be reimbursed for an amount up to, and not exceeding, $2,500 to cover the cost of your return air-fare to and from your host country. This is a once only grant that is disbursed by ACU International upon your acceptance into the program and upon receipt of your travel tickets. **Payment Example:** If your tickets cost $1,800, you will receive $1,800. If your tickets cost $2,500 or more, you will receive the maximum amount of $2,500).

**Short-term program exchange students:** You will be reimbursed for an amount up to, and not exceeding, $1,250 to cover the cost of your return air-fare to and from your host country. This is a once only grant that is disbursed by ACU International upon your acceptance into the program and upon receipt of your travel tickets. **Payment Example:** If your tickets cost
$1,000, you will receive $1,000. If your tickets cost $1,250 or more, you will receive the maximum amount of $1,250).

Note: The amount that you will be reimbursed for is the amount as per the invoice total. If you use frequent flyer miles, or a gift voucher that someone has purchased for you, this cannot be combined with the total ticket price.

All other students, including Study Abroad full semester, Study Abroad short-term programs and Faculty-led Study Tours: Please refer to the Non-Exchange Travel Grant Guidelines, available at http://students.acu.edu.au/__data/assets/pdf_file/0010/478432/Non-Exchange_Travel_Grant_Guidelines.pdf.

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

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.

Where a student is unable to obtain an offer from a partner institution and subsequently applies to a second partner institution, that student’s application will remain ranked as originally determined above until such time as either they are accepted by a partner institution or they withdraw from the program for that semester.

Application Deadline
For students wishing to travel during Semester 1 of any year, applications for Exchange are due by 15 June.

For students wishing to travel during Semester 2 of any year, applications for Exchange are due by 15 December.

Payment of Grant
Grants will only be paid when:
- you have been accepted by a partner institution program
- you have signed the Travel Grant Acceptance Form
- you have accepted your ACU Outbound Exchange Offer letter
- you have provided evidence of payment of airfares, and travel insurance.

To receive the grant, you must:
- have been accepted to take part in an approved overseas study program at an approved overseas partner institution
- have your study plan approved by your Course Coordinator
- submit all required documentation to ACU International prior to departure.

You will receive the grant payment approximately four weeks after submitting your tickets to ACU International.

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.
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 or able to study overseas, 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
- assist in 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 the exchange
- updating the ACU Abroad Facebook page
- assisting the Outbound Team with info sessions, Open Day, Orientation.

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

Students breaching the conditions of their travel grant will be required to repay the grant to the University. A hold may be placed on a student’s record and account 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 Exchange & Study Abroad Office:

ACU International
PO Box 968
North Sydney NSW 2059
02 9739 2074
studyabroad@acu.edu.au