



UOW International Short Term Travel Grant Procedures

1. To participate in a short term program overseas applicants must submit the following items:
 - a. *Application for Travel Grant for Short-Term International Programs Form*
 - b. *Financial Institution Payment Form;*

AND one of the following depending on your program:

- c. *Copy of your UOW enrolment record indicating enrolment in program subject*
 - d. *Copy of acceptance to the overseas program by the host university or provider*
2. Applicants must have the application form signed by the relevant UOW course coordinator, academic advisor and Sub-Dean related to the international study area. Forms should be forwarded to the Study Abroad & Exchange Office, in Student Central no later than:

15 April for programs commencing June-September

15 October for programs commencing November-February;

3. Applicants are responsible for enrolling in the required subject for their short term program either at UOW or abroad. Travel Grants will not be paid until the applicant's UOW enrolment record indicates enrolment in the identified subject as per section 6 of the application form except for those students receiving approved unspecified credit.
4. Applications for Travel Grants will not be accepted after the overseas program has commenced.
5. In signing the application for a Short-Term International Travel Grant, the student agrees to the conditions of award as outlined in the application form.
6. Wherever possible, the Travel Grants for Short-Term Programs will be paid in advance of the program. It is not always possible to process the travel grants before the intended travel dates and may only be available during or after the program has commenced.
7. Travel Grant payments will not be made if the Application Form is incomplete or if a student has a debt to UOW which is not cleared prior to departure.
8. The recipient is required to repay the travel grant to UOW if he/she withdraws prior to commencing or before the completion of the program; Normal UOW rules relating to failure to pay charges will apply. <http://www.uow.edu.au/student/finances/index.html>
9. All travel grants are issued in Australian Dollars and paid by electronic funds transfer into the student bank account nominated on the Financial Institution form.
10. Travel grant recipients must complete a brief report at the completion of the program to assist the Study Abroad Office with its future promotion of international opportunities; photographs or testimonials would be useful. The reports are due within 30 days of the student's return to UOW.



APPLICATION FORM FOR A TRAVEL GRANT FOR

SHORT-TERM INTERNATIONAL PROGRAMS

Students applying for a travel grant for the semester International Exchange Program must complete the International Student Exchange Application form

1. Personal details

Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
Family Name:	
First Names:	
Former Family Name (if applicable):	
UOW student number: _ _ _ _ _	
Date of Birth:	
Citizenship:	
Email:	
Address:	
Telephone:	Mobile:

2. Emergency Contact Details

Name:	
Relationship:	
Telephone:	Mobile:
Email:	

3. Current course of study at the University of Wollongong

Name of course	Course code	Major area of study

Please attach a copy of your current Enrolment Record showing the subjects in which you are currently enrolled and those you have completed to date at the University of Wollongong.



4. International Program

Type of program: (please tick one) note: all programs must be a minimum of 2 weeks and must count towards your UOW degree

- Compulsory short-course or study tour
- Non-compulsory short course for credit at UOW partner institution
- UOW Study tour led by UOW academic staff member
- Overseas teaching practicum organised by Faculty of Education
- Internships, for credit at an approved organisation
- Short Course at non-partner institution
- In-country language & culture program

For a list of UOW partner institutions please see: http://cmsprd.uow.edu.au/UOW_Main/student/exchange/destinations/UOW017732

Destination city/country	Start date	Finish date

Return date to UOW: Day: _____ Month: _____ Year: 200_

Will you enrol at an overseas university as part of your program? Yes No

If yes, please answer the following:

Name of host university: _____

Contact person: _____ **Email:** _____

Address: _____
 Number/street City Country

Proposed course/subject at Host University: _____

Please outline the purpose of your international travel, your reasons for participating and the expected outcomes:
(attach a separate sheet if necessary)

Estimated cost of program: \$A Airfare: _____
 Living expenses: _____
 Other: _____
 Total: _____



Main source of funding: Personal savings Scholarship UOW Faculty support
 Other _____

5. Conditions of award

- Travel grants are provided for language & culture study, short courses, study tours, approved internships, practice teaching placements or other approved activities undertaken for credit towards the student's UOW degree; all programs must be at least two weeks in length;
- Applicants must complete an *Application for Travel Grant for Short-Term International Programs Form*, available from the Study Abroad Office, to provide information about the purpose of travel, reasons for participating, length of program and expected outcomes. The form must be submitted **one month before** the program commences;
- Purpose of travel must be relevant to the applicant's UOW degree and the proposed program must count towards the UOW degree;
- Applicants must have the application form signed by a UOW head of academic unit to support the travel request; applications for unspecified credit must also be approved by the relevant Sub-Dean;
- Applicants must be enrolled in the relevant UOW degree at the time of the travel;
- Applicants must have a satisfactory level of academic achievement at UOW. An interview may be required for students with a low WAM.
- The award of a travel grant does not give approval for enrolment or credit transfer;
- Students are responsible for confirming enrolment and credit transfer arrangements at UOW before the commencement of travel;
- Travel grant recipients must complete a report within 30 days of the completion of the program;
- Funding may vary from year to year. Award amounts are allocated according to the Travel Grant Policy for the relevant year;
- The recipient is required to repay the travel grant to UOW if he/she withdraws prior to the program commencing or before the completion of the program; Normal UOW rules relating to failure to pay charges will apply. <http://www.uow.edu.au/student/finances/index.html>
- All travel grants are issued in Australian Dollars and approved by the Manager, International Relations;
- Final approval for funding is at the discretion of the Deputy Vice-Chancellor (Academic & International).

6. Authorisation statement

I certify that the information of this application is correct.
 I certify that I am undertaking an international program to count towards my UOW degree program;
 I intend to return to Australia following my overseas study/placement to complete my course;
 I will complete and lodge a *Financial Institution Form* with the Study Abroad Office;
 I will obtain the necessary visa to enter the program country and will abide by the rules and regulations of the host country and host institution;
 I have read and understand the *Travel Grant Conditions of Award*;
 I will submit a written report and evidence of successful completion of the program within 30 days of my return to UOW;
 I understand the General Privacy Consent and Disclosure Statement and accept the terms and conditions.
www.uow.edu/about/privacy

Student Signature :

<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Date</td> <td style="width: 25%; border: none;">Day/</td> <td style="width: 25%; border: none;">Month/</td> <td style="width: 25%; border: none;">Year</td> </tr> </table>	Date	Day/	Month/	Year
Date	Day/	Month/	Year	



7. Approval by Academic Unit/Faculty at UOW

<u>Proposed subject at host university:</u> _____	<u>Specified Credit UOW equivalent (Subject name & code):</u> _____	<u>Unspecified UOW equivalent:</u> 6 / 8 cp 100 / 200 / 300 level
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- I approve the proposed international program to count towards the above UOW equivalent subject and recommend that the student be awarded a UOW travel grant; (applications must be approved below by the Sub-Dean)
- I do not approve the participation in the proposed international program

Signature: Head, Academic Unit / Academic Coordinator

PRINT NAME/ACADEMIC UNIT

- I approve/do not approve the proposed program to count for the above credit as approved by the Head/Academic Unit.

Signature: Sub-Dean, Faculty of

Return completed application forms to the Study Abroad Office, Student Central, Building 17, University of Wollongong, NSW 2522

OFFICE USE ONLY:

Enrolment verified/ No outstanding debt to UOW:

Study Abroad Office

Payment Approved/ Not Approved:

Study Abroad Office

To Finance Office:

Date: _____

07/08