

2020 Study Abroad Application

Study Abroad Programs *(Please tick your selection)*

<input type="checkbox"/>	Community Service Learning, 'Thailand'	20 June – 4 July
<input type="checkbox"/>	Design Thinking, KCC, Cedar Rapids, Iowa, USA	13 June – 27 June
<input type="checkbox"/>	Short Exchange Program, ITE, Singapore	2 - 22 August
<input type="checkbox"/>	Short Exchange Program, KCC, Cedar Rapids, Iowa, USA	20 September – 10 October
<input type="checkbox"/>	Short Exchange to SAIT, Calgary, Canada	20 September – 10 October

Internship

<input type="checkbox"/>	Wesley Stonehouse, Koto, Vietnam	19 September – 10 October
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Small world! Big opportunity!

Box Hill Institute provides students with this “once-in-a-lifetime” international learning opportunity. The study abroad program aims to provide students with educational, industry and cultural experiences that will professionally and personally prepare them to become part of the global community.

To apply for the study abroad program, applicants must be enrolled in a Box Hill Institute course and should have achieved a sound level of results in their study.

1. STUDENT DETAILS:

Student Number:					
Family Name:					
Given Name/s:					
Preferred Name:					
Date of Birth:		Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
Address:					
Suburb/Town:		Postcode:			
Mobile Phone:					
Home Phone:					
Box Hill Student Email:					
Personal Email:					
Are you registered with the Disability Liaison Unit?		Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>

Emergency Contact 1

Name:	
Relationship:	
Mobile:	
Work Phone:	
Home Phone:	
Email:	

Emergency Contact 2

Name:	
Relationship:	
Mobile:	
Work Phone:	
Home Phone:	
Email:	

2. ACADEMIC INFORMATION:

Course:	
Year Level:	

3. STUDY ABROAD SCHOLARSHIPS:

Have you received a scholarship in 2020?	Yes		No	
If yes, please state the name of the Scholarship.				
Amount				
GRANT CRITERIA:				
<ul style="list-style-type: none"> • Receipt of a study abroad scholarships maybe subject to the acceptance of the student’s application by the proposed host Institution; priority given to applicants participating in BHIG’s study abroad programs for the first time. • If a student withdraws from the program without the authorisation of the Deputy Chief Executive Officer, they will be liable to repay the financial grant in full, as determined by Box Hill Institute. • One scholarship per student per year. 				

4. TRAVEL DETAILS/EXPERIENCE:

Are you an Australian Citizen?	Yes		No	
Full name on Passport:				
Passport Number:		Place of Issue:		
Date of Issue:		Expiry Date:		
Nationality on Passport:				
Are you an Australian Citizen?	Yes	No		
If you have travelled overseas, which countries have you visited?				

5. WRITTEN STATEMENT:

Please provide a written statement that explains your reasons for wishing to travel and study abroad. The purpose of the statement is to allow us to evaluate your qualities to be a representative for Box Hill Institute, as well as your intention to study overseas. The statement must include responses to the following questions.

1. What you hope to accomplish by taking part in the exchange program?
2. How the exchange links to your area of study?
3. How the exchange will impact your goals for the future?
4. Research and identify industries/companies you would be interested in visiting while on a study abroad program?
5. Identify what classes are you interested in attending at the host institution and state why, if applicable
6. Identify what other activities you are interested in taking part in or locations you wish to visit as part of the study abroad program
7. What challenges do you anticipate?

Statement: (250 word)

6. STUDENT DECLARATION:

I hereby submit this application for placement in the study abroad program and have attached the following compulsory documents (please tick):

<input type="checkbox"/>	Written Statement as described in Section 7
<input type="checkbox"/>	Approval from your Operations Manager and your Faculty Dean – Sections 8 and 9
<input type="checkbox"/>	A current official transcript of results
<input type="checkbox"/>	One WRITTEN academic reference
<input type="checkbox"/>	I acknowledge that if I do not submit the compulsory documents listed above I may not be short listed for this exchange

I confirm that approval of this overseas travel is subject to my undertaking to comply with all Box Hill Institute Group Policies and Procedures, and: **(Tick boxes to indicate you agree)**

<input type="checkbox"/>	Box Hill Institute Student Code of Conduct/GEN Code of Conduct
<input type="checkbox"/>	Box Hill Institute Deed of Acknowledgement and Statutory Declaration
<input type="checkbox"/>	Read and understood the Department of Foreign Affairs and Trade (DFAT) travel advisory for the destination/s I am travelling to, and accept the security risks associated with the destinations and registered travel with Smartraveller.
<input type="checkbox"/>	Acknowledge and confirm that I understand the requirements placed upon me by undertaking this travel and I am undertaking this travel willingly.
<input type="checkbox"/>	Understand that Box Hill Institute recommends that I visit my General Practitioner prior to travel to ensure that I am fully immunised and medically fit to undertake the travel as well as perform the duties outlined in the program.
<input type="checkbox"/>	Understand that if I have a pre-existing medical condition, a medical certificate is required from my General Practitioner indicating that I am fit to travel and perform the duties outlined in the program. A medical certificate will be provided to the Student Mobility Office prior to travel being approved.
<input type="checkbox"/>	Understand that I must read the Box Hill Institute’s VMIA Travel Insurance policy to familiarise with the content of the travel insurance coverage and ensure the policy is suitable for the approved travel.
<input type="checkbox"/>	Undertake to ensure that any necessary or urgent variations to the approved travel and itinerary whilst I am on the exchange/study tour will be advised to the Student Mobility Office or Travel Services, for appropriate approval.
<input type="checkbox"/>	Consent to my personal details including my email address being released to authorised Box Hill Institute person/s, insurers and other relevant persons in relation to my travel, and in the event of an emergency arising.
<input type="checkbox"/>	Declare that the information I have supplied in this form is, to the best of my knowledge, complete and correct. I acknowledge that Box Hill Institute may terminate any grant if I have misrepresented my past and/or present circumstances.

Signature: _____

Date: ____/____/____

Your Privacy - The Institute is required to comply with the national and state privacy regimes and is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The information you have provided to Box Hill Institute will be used, where applicable, for the purposes of placing you on waiting lists, assessing your application, accepting your enrolment, assessing your welfare needs (if any), and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. A condition of your application or enrolment is that you consent to the release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. We also provide information to various government agencies that is relevant to government funded targeted welfare or educational services.

The Institute may also take and publish photographs of Institute activities for promotion and publicity purposes.

You can request access to your personal information by writing to Student Mobility and Scholarship Coordinator or the Registrar, Private Bag 2014, Box Hill 3128 or by sending an email to privacy@boxhill.edu.au. If you do not wish to provide the requested information, this may restrict the range of services and educational programs that the Institute can offer you. If you would like further information in relation to the Institute’s privacy handling practises, please write to the Privacy Officer, Private Bag 2014, Box Hill, Victoria 3128 or email privacy@boxhill.edu.au

Office use only:

7. OPERATION MANAGER'S SUPPORT:					
I support the student's application to participate in an overseas study abroad program.			Yes	No	
Comments:					
I have read and support the student's proposed Written Statement.			Yes	No	
NAME:					
TITLE:					
Approved:	Date:	/	/	Yes	No

8. DEAN OF FACULTY SUPPORT:					
Comments:					
NAME:					
TITLE:					
Approved:	Date:	/	/	Yes	No

Please forward the completed application to:

Student Mobility and Scholarship Coordinator
Academic Affairs
Box Hill Institute
Private Bag 2014
Box Hill Victoria 3128

E-mail: gen@boxhill.edu.au
Phone: 03 9286 9601/9032

Office use only:

9. ENDORSEMENTS:

STUDY ABROAD OFFICE	
I verify that appropriate student selection processes have been completed in accordance with the policy and I will ensure all required paperwork will be completed by the student prior to them undertaking the global education activity. I further undertake to ensure pre-departure briefing in line with the policy.	
Name:	
Title:	Student Mobility and Scholarships Coordinator
Signature:	
Date:	/ /

EXECUTIVE DIRECTOR, ACADEMIC AFFAIRS (VET & HE)	
Endorsement is required for Global Education activities on behalf of Box Hill Institute Group.	
Name:	
Title:	Executive Director, Box Hill Institute
Signature:	
Date:	/ /

TRAVEL SERVICES	
Travel Services has checked travel details and facilitated endorsement/s and approval/s for the travel contained within this form. Travel may now proceed to ticketing.	
Name:	
Title:	
Signature:	
Date:	/ /

Cost Centre	
Flights:	
Accommodation:	

Travel ID: _____