

La Trobe University (LTU) is committed to internationalisation and encourages the diversification of the student community through the study abroad and student exchange programs. Our semester exchange program provides opportunities for La Trobe students to participate in studies overseas and students from partner institutions to study at La Trobe.

To formally accept your place in the Program, please carefully read the following terms and conditions.

Please initial each.

1. Read and initial the Conditions of Participation below
2. Sign the Acceptance of Offer below. Please retain a copy for your records and return the document to La Trobe Abroad

Conditions of Participation

1. La Trobe University reserves the right to change or if necessary under exceptional circumstances terminate a student's outbound mobility program, if in its view continuance of the particular exchange would place in jeopardy either the University's reputation, the safety and wellbeing of the student or continued good relations with the Host Institution.
(student initial)
2. To notify La Trobe Abroad (LTA) of any form of physical, learning, or emotional disability for the purposes of arranging support services at the Host Institution prior to departure. Students should be aware that La Trobe University is not able to guarantee support services at the Host Institution.
(student initial)
3. In the unlikely event that there are some strained relations between the student and his/her Host Institution, for example, breakdown of communication, conflict of personality, or misconduct of any kind then in such circumstances, the student will defer to the judgement of the Manager, La Trobe Abroad on the best and most appropriate action to be taken for the resolution of the difficulty.
(student initial)
4. La Trobe University is not responsible for any changes in the academic unit availabilities at a student's overseas institution. Students understand that unit offerings may change prior to their commencement of their overseas study and should ensure they have more than a minimum load of units approved by their LTU College prior to their departure to avoid delay and disruption to their overseas enrolment.
(student initial)
5. Students are required to provide La Trobe Abroad and Student Online with their most up to date email address, which has adequate inbox space and no filters as this is the primary form of communication between students and the La Trobe Abroad office before and during their exchange.
(student initial)
6. I agree that La Trobe University may give out my contact details, particularly my email address, to students once I am on exchange, or upon my return, so that they may contact me for more information about my exchange university.
(student initial)
7. I understand that I am required to be enrolled in a full-time academic load at both La Trobe University and the host institution for each semester I participate. I also understand that it is my responsibility to ensure this enrolment is correct by the census date for each semester of exchange I participate.
(student initial)
8. I acknowledge and understand that the La Trobe Abroad office has advised me that I should refrain from making flight and/or travel insurance bookings or payments until I receive my official letter of offer from the host institution. I also understand that La Trobe University takes no responsibility for any financial loss associated with flight or travel insurance bookings that I may incur.
(student initial)
9. To ensure that any gaps in the period of coverage by the La Trobe University Insurance Policy is covered by a separate travel and health insurance policy purchased prior to departure from Australia.
(student initial)
10. I understand that La Trobe University will not disperse my La Trobe Mobility Grant until I have completed the upon arrival form confirming my enrolment at my host institution.
(student initial)
11. I understand that being a representative (and ambassador) of La Trobe University and Australia is an important part of the Program. I undertake to conduct myself in a manner that will not offend either the laws of the host country or the cultural norms or behaviour pattern of the people of the host country.
I agree that La Trobe University may terminate my participation in the Program if I fail to maintain what La Trobe University considers to be an acceptable standard of public and private conduct.
(student initial)
12. I understand that should I choose to withdraw from the exchange program, I will have to return any Mobility Grant funding granted to me, except in exceptional circumstances. The Manager, La Trobe Abroad will assess what circumstances may be deemed 'exceptional'.
(student initial)
13. I understand that LTU will pay the placement fee for ISEP exchange applicants nominated to ISEP for Semester 1 and/or Semester 2 2017. I understand that if I have been nominated to and offered a place through ISEP, at any ISEP institution, and decline the placement and/or withdraw from the exchange program, I will have to return the ISEP Placement Fee Grant, except in exceptional circumstances. The Manager, La Trobe Abroad will assess what circumstances may be deemed 'exceptional'.
(student initial)
14. I understand that should I choose to withdraw from the exchange program, I will have to:
(a) inform the La Trobe Abroad office in writing of my intention to withdraw from the program as soon as possible; and
(b) complete the appropriate withdraw forms required by La Trobe Abroad.
(student initial)
15. As a participant in one of LTU Exchange Program, I understand that upon my return to La Trobe University, I will be required to participate in a minimum of two student exchange promotional events.
(student initial)
16. As a requirement of my Exchange Program, I understand that I am required to complete a full Experience Report to La Trobe Abroad within three months of the completion of my Exchange Program. I acknowledge that this report can be circulated to prospective exchange students and also made publicly available online and in print for the purposes of promoting the LTU Exchange Program. La Trobe University reserves the right to withhold the Host Institution transcript until this report has been received.
(student initial)
17. As a requirement of my Exchange Program, I understand that I am required to complete the LTU Exchange Program 'Returned Student Online Evaluation'. La Trobe University reserves the right to withhold the Host Institution transcript until this online evaluation has been completed.
(student initial)
18. I understand that it is my responsibility to ensure that I have the correct visa for studying in my host exchange country and that it is my responsibility to ensure that the visa covers the required length of my exchange program. I understand that La Trobe Abroad cannot give advice about specific visa requirements for any country. I understand that, while my Host Institution may provide me with documentation to support my visa application into the host country, only the Embassy/Consulate General/High Commission or equivalent from the host country may grant the visa and/or provide official advice about visa requirements.
(student initial)

Expenses

I agree to pay all expenses associated with my participation in the LTU Exchange Program, including but not limited to:

- (a) La Trobe University HECS or tuition fees. All fees will be at least the full-time student rate being charged by La Trobe University in the semester in which the exchange commences unless the student is completing.
- (b) The cost of text books and educational supplies required for the Exchange Program
- (c) All travel, visa, accommodation, and living expenses associated with my participation in the LTU Exchange Program
- (d) All health (including medical pharmaceutical) and travel expenses that are not covered by the La Trobe University Insurance Policy incurred for my benefit
- (e) All costs resulting from the modification or termination of my participation in the LTU Exchange Program
- (f) Gap period travel and health insurance cover that meets the requirements of La Trobe University
- (g) Any fees or charges incurred at the Host Institution – accommodation, library fines, etc.

Repayment of the La Trobe University Mobility Grant and/or DIICSRTE scholarship is required if:

- The proposed travel for this program is cancelled, not completed or if the student fails to meet the terms and conditions of the specific program.
- For Semester Exchange, Short Term Programs/Study Tours, Clinical Placements, and Internships, failure to achieve a satisfactory result, as determined by the College.

Should a student incur debts to their Host Institution (for example accommodation, library fines), these are regarded as a debt to La Trobe University. A sanction will be placed on the recipient's account until the outstanding debts are paid in full.

Acceptance of the offer

I,

(Full name)

wish to accept the offer of a place for the LTU Exchange Program at:

(University name)

(Country)

- I have read, understood and accepted the Conditions of Participation for the LTU Outbound Exchange Program.
- I understand that I am required to attend the two compulsory information sessions held by La Trobe Abroad
- Submit my Outbound Exchange Pre-Departure Form and Risk Assessment Form (where applicable), and proof of insurance for any gap period (where applicable) prior to leaving for my exchange.
- I understand that should there be any issues arising which may prevent my participation in the program, I will immediately contact the La Trobe Abroad office as well as contact the Host Institution (if necessary) to advise them of my withdrawal from the program.

The undertakings contained in this LTU Exchange Program Acceptance Form shall become effective from the date of signing and shall remain in effect for the duration of the exchange.

Student signature

Date (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Disclosure of personal information

I consent to the disclosure by La Trobe University of any personal information about me, including my academic record, in any or all of the following circumstances:

- (a) if La Trobe University believes the disclosure would assist any hospital or other medical provider
- (b) if La Trobe University believes the disclosure would assist in satisfying my immigration or visa requirements during the Program or otherwise facilitate my travel
- (c) if La Trobe University believes the disclosure is required to enable or assist me to obtain funds
- (d) in any other circumstance in which La Trobe University believes the disclosure of the personal information is warranted.

Indemnity

I agree that I will indemnify the University from and against any liability, loss, harm, damage, cost or expense (including legal fees) that the University may suffer, incur or sustain as a result of my conduct during my participation, except to the extent that such liability, loss, harm, damage, cost or expense arises from the negligent or unlawful act or omission of the University.