

Finance and Business Services Centre

Student Travel Approval Form – Exchange and Study Abroad



- This form is to be used for students who are travelling to participate in a study experience (Exchange, Study Tour, International Placement, etc). **This form is not to be used by PhD students travelling for research purposes.**
- Travel information available via <https://intranet.ecu.edu.au/staff/centres/finance-and-business-services/our-services/ecu-travel>

Student (Traveller) Details

Student No	<input type="text"/>	Mobile Phone	<input type="text"/>
Family Name	<input type="text"/>	ECU Email	<input type="text"/> @our.ecu.edu.au
Given Names	<input type="text"/>	School	<input type="text"/>

Emergency Contact (must be a family member or guardian)

Name	<input type="text"/>	Relationship	<input type="text"/>
Phone No	<input type="text"/>	Email	<input type="text"/>

ECU Student Travel Insurance Information

ECU's student travel insurance policy may cover ECU students who:

- are travelling to participate in a study program with a duration of less than 180 days; and
- have received approval to travel (via this Student Travel Approval Form)

Please note that some study programs and student travel may not be covered under the ECU student travel insurance policy. Limitations also apply on the amount of personal travel that is covered under the ECU student travel insurance policy. For further information please contact us at insurance@ecu.edu.au.

Travel Details

Provide details regarding the program or activity you are participating in, e.g. one semester exchange placement at Dalhousie University, Canada, or name of study tour/short program.

Reason for Travel	<input type="text"/>	Country	<input type="text"/>	City	<input type="text"/>
Description of Travel and Expected Outcomes	<input type="text"/>				

Proposed Itinerary

You must include details (proposed dates and destinations) for all travel you are likely to undertake for your program, including any personal travel prior to, during or after your program. The itinerary information should be as accurate as possible. If your confirmed travel itinerary differs significantly from the proposed itinerary below (i.e. change of destinations or significant change in travel dates) your travel may need to be reapproved before your departure. **There may be ECU student travel insurance implications if you travel to a destination that has not been declared and approved on this form.**

Departure Date Return Date Are these dates confirmed ? ☐ Yes ☐ No

Activity	Country	City	Dates			
			From:		To:	
			From:		To:	
			From:		To:	
			From:		To:	
			From:		To:	
			From:		To:	
			From:		To:	
			From:		To:	

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Declaration (please make sure you read and check EACH declaration box below, as applicable).

- ☐ I have read the [Authorised University Travel Policy](#).
- ☐ I have made the decision to travel of my own volition and I accept the [risks](#) involved with overseas travel.
- ☐ I understand that, if my study program is more than 180 days, I will have to purchase my own travel insurance covering the entire duration of my travel. This does not apply to students enrolled in a [dual degree](#) course who will be covered for the duration of their exchange placement at the University of Portsmouth.
- ☐ I understand that, if I am covered by ECU travel insurance and I take more than seven (7) days total personal travel, I will have to purchase my own travel insurance to cover any travel that exceeds seven (7) days of holiday travel. I understand that ECU requires a minimum level of insured benefits and I confirm that the travel insurance I purchase will meet these minimum requirements.
- ☐ I confirm that I will not be participating in any dangerous or hazardous activities whilst travelling on behalf of ECU or during my personal travel.
- ☐ I understand that I am fully responsible for any costs associated with my program including, but not limited to, travel, visa, accommodation, quarantine expenses, country specific health insurance (if required by my host institute) and living expenses and confirm that I am able to financially support myself for the duration of my program.
- ☐ I understand I must provide details to the relevant ECU department of my confirmed travel itinerary, accommodation and contact information for my travel prior to my departure.
- ☐ I have read the “Full Advice” on the [Smartraveller](#) website for the countries I am traveling to or transiting through, and understand that it is my responsibility to subscribe to [Smartraveller](#) alerts with DFAT prior to departure.
- ☐ Please indicate highest DFAT status for all destinations you are travelling to below. Vice-President (Corporate Services) approval is required for high-risk countries.
- ☐ **I am not** an Australian Citizen or Permanent Resident and understand that it is my responsibility to register with my home country local authority prior to departure.
- ☐ I have checked the latest visa, entry and vaccination requirements (in particular in relation to COVID-19 vaccination and quarantine) with the nearest Embassy or Consulate of the country that I am travelling to and transiting through.
- ☐ I have checked and received/plan to receive the necessary inoculations ([ECU's Student Health Services](#) can assist).
- ☐ I will be applying for the [visas](#) for destinations where required.
- ☐ I understand that I must behave in an appropriate manner, respect the laws, customs and culture of the host country and uphold the ECU values and [Student Charter](#) for the duration of my travel.
- ☐ I have/will have a valid passport with appropriate minimum term of validity for travel for the country/countries to which I intend travelling (minimum 6 months).
- ☐ **Centrelink-Assisted Students Only:** I understand it is my responsibility to contact Centrelink to enquire about continuing my student assistance payments during my overseas study. If you require a supporting letter for Centrelink detailing your overseas study please contact studyoverseas@ecu.edu.au with your CRN.

Signature

Student (Traveller) Signature

Date

- **Student Exchange & Study Abroad:** Submit completed form to studyoverseas@ecu.edu.au
- **Study Tours:** Submit completed form to international.office@ecu.edu.au
- **WIL Placements:** Submit to your School WIL officer

Approvals (E-signature is acceptable)

Executive Dean (or delegate) as per Travel delegations

Name:

Signature

Date

Vice-President (Corporate Services) – DFAT High Risk Only

Name:

Signature

Date