Student Travel Approval



- This form is to be used to approve travel for students who are travelling to participate in a study experience (Exchange, Study Tour, International Placement, etc).
- $\bullet\,$ This form is $\underline{\text{\bf not}}$ to be used by PhD students travelling for research purposes.
- The Travel Policy, Travel Procedures Manual and other travel-related information can be found on the Finance & Business

Services Centre Travel website at http://www.fbsc.ecu.edu.au/site/html/travel.cfm

Student (Traveller) Details													
Student No					Phone No								
Family Name						Giv	ven Nam	es					
ECU Email		@our.ecu.edu.au				u	School						
Emergency Contact (must be a family member or guardian)													
Name		Relationship											
Phone No							Email						
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 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 / name of study tour/short program / name of provider AND expected outomes, e.g. credit towards ECU course / professional experience.													
Reason for Travel					Country				City				
Description of Travel & Expected Outcomes													
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							
Activit	tivity		ntry		City		Dat			tes	es		
							From:			To:			
							From:			To:			
							From:			To:			
							From:			To:			
							From:			To:			
							From:			To:			
							From:			To:			

Student Travel Approval cont.



Declaration (please make sure you read and check EACH declaration box below, as applicable)									
☐ I have read the <u>University Travel Policy</u> .									
☐ I have made the decision to travel of my own volition and I accept the <u>risks</u> 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 <u>dual degree</u> 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 <u>Smartraveler</u> website for the countries I am traveling to or transiting through, and understand that it is my responsibility to to subscribe to <u>Smartraveler</u> alerts with DFAT prior to departure.									
Please indicate highest DFAT status for all destinations you are travelling to below. Senior DVC approval is required for high-risk countries.									
☐ <u>I am not</u> 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 (<u>ECU's Student Health Services</u> 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 <u>Student Charter</u> 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.									
Student (Traveller) Signature		С	Date						
E-signature is acceptable 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									
Office Use Only									
Executive Dean (or delegate) as per HR (Travel) delegations:									
Name:									
Tallo.	Signature:								
Date:		E-sigr	nature i	s acceptable					
Vice President (Corporate Services) - DFAT High Risk ONLY:									
Name:	Signature:								
Date:		E-siar	nature i	s acceptable					