

Bond University International Exchange Response to Nomination Form



1 Student Details

Student name

Student ID number

Host University Abroad

Semester abroad

2 Terms and Conditions

Your nomination is contingent on accepting and meeting the following conditions.

- I accept this offer and understand that the Host University will make final decision on eligibility.
- I understand that I must abide by the academic requirements outlined by my Faculty in order to transfer credits from the Host Institution to my Bond University degree.
- I understand that the Host Institution reserves the right to accept or reject any submitted applications, regardless of this nomination.
- I understand that I must maintain an overall cumulative percentage average of 65 per cent or law students 70 per cent to be able to participate in the Exchange Program.
- I understand that I am required to study full-time for the term of my exchange and that I will maintain full-time enrolment (minimum 30 Bond credits*) at Bond University for the term of my exchange.
- I understand that if I am on a Bond University Scholarship that I must enrol in 40 credit points or gain approval from the Student Business Centre for under-enrolment during my exchange.
- I have read through the Important Information for Outbound Exchange Students (below) and agree to abide by the requirements outlined in this document.
- I understand that Bond University reserves the right to withdraw a place and / or withdraw the Exchange Grant on the basis of incomplete information, incorrect information, failure to obtain sufficient amount of subject approvals by my Faculty or failure to meet deadlines.

*International students should check with the Department of Home Affairs regarding full time enrolment requirements for their student visa.

Declaration: I hereby agree to abide by the terms and conditions of this policy.

Day

Month

Year

Signature of applicant

3 Important Information for Outbound Exchange Students

Communication of information

Most correspondence between Bond University, the host university and students will be conducted via your Bond email account. It is important that students check this account on a regular basis.

Tuition fees

Under the terms of Exchange Agreements, tuition fees at the host university will be waived though other administration fees may apply. Students will be invoiced for their enrolment at Bond University as normal while on exchange, but will not be charged the semester's SAM fee. Scholarship students will be invoiced the same scholarship rate as if studying on-campus at Bond University. Please refer to the bond.edu.au/academic-regs Student Handbook, "Division 10 - Scholarships".

Program withdrawal by student

Students who withdraw from the Bond University International Exchange program after the commencement of the semester abroad will attract the same financial penalties as if they were studying on-campus. Financial penalties may be confirmed with the Cashiers Office. Certain penalties will not apply where a student has withdrawn due to serious illness or personal misadventure, as deemed by the Registrar. Documentary evidence must be submitted in these cases.

Accommodation at the host university

The Exchange Office will provide assistance in facilitating communication with the host university regarding accommodation. It is however, the student's responsibility to research and confirm accommodation options and complete the necessary paperwork by the deadlines. Students must pay accommodation fees directly to the host university.

Expulsion

The host university reserves the right to accept or reject an application. Once abroad, students excluded from the host university, for disciplinary reasons, or deported from the country for contravening visa requirements should expect that all fees, including the exchange grant, may be forfeited and the indiscretion to be noted at Bond University as well.

Subject approval and credit transfer

Students must abide by the academic requirements outlined by their Faculty in order to transfer credits from the host university to their Bond University degree. All subjects must be pre-approved by the relevant Faculty via the online approval form. Changes to subject enrolment at the host institution must be communicated to the Bond Exchange Office

immediately. Failure to communicate subject changes to Bond University may result in credits not being transferred from the host university to your Bond program and additional fees.

For any subject failed at the host university, students will receive an Ungraded Fail for the approved equivalent Bond subject and no credit will be awarded.

Transcripts

An Official Academic Transcript from the host university must be provided to the Bond Exchange Office. It can take several months to receive the transcripts from the host university, therefore please allow up to the end of the following semester for your credit to be transferred. Going on exchange in your final semester may delay graduation. Please enquire with the host university about obtaining your results in time. Please note: some host universities require the student to sign a form of release for their transcript prior to their departure back to Australia.

International Exchange Program process

All students need to follow the Bond University International Exchange Program Process. Any breach of deadlines may result in delays relating to the issuance of host university documentation, visas, the Exchange Grant and / or complete withdrawal from the International Exchange Program.

Bond enrolment for the following semester

Students continuing at Bond after their exchange need to enrol in at least one subject during the pre-registration period to avoid a late enrolment financial penalty.

Working and travel while abroad

Undertaking the exchange semester is primarily an academic endeavour. You may choose to take up part time work to help finance your studies; however this work must be undertaken legally, following the host country's labour requirements. Additionally, your work is secondary to your studies, and it is not acceptable to miss class due to work or personal travel. For any personal travel ensure that you have the required visas for the respective countries and this is undertaken outside of class and assessment periods. University approval is required for travel to destinations with a DFAT advice Level 3. Travel to destinations with a DFAT advice Level 4 is not permitted.