

21 August 2008

## Final Departure Travel Arrangements

Your AusAID scholarship award is due to end soon and the following highlights the necessary steps to take in order to facilitate a smooth and timely departure from Australia.

Please read all of the following carefully:

- If you believe you are unable to complete your course on time, you must contact the Fees Unit immediately.
- All AusAID sponsored students must **return home within 14 days** of the publication of coursework results or the submission of your research thesis. The Contribution to Living Expenses (CLE) or your stipend will cease within **5 days** or on your day of departure whichever is earlier. For your reference, these guidelines are available in the AusAID handbook at <http://www.ausaid.gov.au/publications/pdf/adsmanual.pdf>. The publication of coursework results for Semester 2, 2008 will be on the 28 Nov 2008 which means you **must depart by 12 December 2008**.
- Research students **must provide evidence** of approved date of submission as agreed by your supervisor/Faculty to the Fees unit for your flight booking and stipend termination purposes.
- **No extension of departure dates** can be given except when flights are not available or due to exceptional circumstances. Reasons such as to accompany visiting family or relatives' travel, to visit other Australian cities/states or to go on your preferred airlines are not acceptable. Failure to comply will lead to the termination of your scholarship and incur a debt to the Commonwealth of Australia to the value of your scholarship.
- The official International **Graduation ceremony** is scheduled on **Thursday 11 December 2008**. The Faculty of Business and Economics AusAID students will be placed in the Graduation ceremony on 11 Dec to enable all AusAID students to depart by 12 Dec. Graduation is not an automatic process. Please remember to submit your *Application to Graduate* even if you choose not to attend a ceremony. More information is available at: <http://www.monash.edu.au/graduations/apply.html>.
- Voyager Travel Corporation is contracted to book all travel arrangements for AusAID sponsored students. Due to the AusAID conditions, Voyager is under strict instructions to source the most direct and economical route within the day of your departure. The cost of your homeward airfare is covered by AusAID and organised through the Fees Unit. The costs of accompanying family members are your own responsibility.
- Students with **accompanying family members have two options** in arranging their family's travel:
  - 1) Booking through Voyager Travel – Your family's travel can be booked together with yours and this can ensure that all your itineraries are the same to travel together. However, this may not be the cheapest option. The costs of your family's travel are payable by personal or bank cheque, credit card or money order to Voyager Travel.
  - 2) Booking through other travel agent – You can book your family's travel through any travel agent of your choice. However, **you must book your own travel with Voyager first** prior to making any arrangements for your family. You should only arrange your family's travel after you have received a confirmed itinerary from Voyager. **Your itinerary cannot be changed to match to your family's.**
- The *AusAID Student Travel Booking Form* must be **completed and returned by 30 September 2008** to avoid flight congestion. This form must be submitted with the **photocopies of passport pages** of all travelling members showing the name, passport expiry and visa expiry dates. Please leave your photocopies in A4 size - do not trim / cut the pages.
- Voyager Travel (email: [AusAID\\_Monash@voyagertravel.com.au](mailto:AusAID_Monash@voyagertravel.com.au)) will contact you when your flights have been sourced according to your booking form. Please be patient and wait as there are many bookings to be made.
- The airlines determine the standard baggage allowance of 20kg and neither Monash nor Voyager has the authority to change that. You can contact the airlines directly with a request to increase the baggage allowance but due to the tightened security for international travel, aircraft safety and peak periods, your request may or may not be approved. You should explore the option of unaccompanied baggage.
- The Health, Wellbeing and Development (HWD) Unit conducts a 'Farewell Program' for all international students who are unable to attend the official Graduation ceremony due to various reasons. The program gives students the opportunity to dress up in the graduation attire. It also provides important information before you leave Australia such as terminating your rental agreement and utility services (gas, electric, telephone and water) and shipping excess baggage / personal items home. Check with the office on your campus for further details.
- You should start making arrangements to terminate your rental contract and the utilities (gas, electricity, water and phone etc). Please ensure that the property is cleaned in order to get your rental bond back and all bills are paid prior to your departure. You are also required to update your overseas mailing address via WES.

Lastly, we would like to take this opportunity to wish you well for the remainder of your studies and success in your future endeavours upon returning home.

## AusAID Student Travel Booking Form

**Voyager Travel Corporation** – Please organise the air travel for the following AusAID sponsored student with the following conditions:

1. One way, economy class (with student discount if possible).
2. Most direct route to the airport in the student's country of citizenship with no voluntary stopovers.
3. Travel must be made by the dates approved by Monash. If flights are not available, please contact the Fees Unit for approval of an extended departure date.
4. Budget accommodation to be booked only where necessary because of enforced stopover.
5. Arrange for necessary visa if required for transit purposes.
6. AusAID is only covering the costs of student's airfare and accommodation where required. Costs for accompanying family members are the responsibility of the student.

### Student

1. Please complete this form with names as shown on passport(s).
2. Make photocopies of all passport pages showing the name(s), passport expiry and visa expiry dates.
3. You can submit the completed form and passport photocopies:
  - By fax: (03) 9650 6463;
  - By mail: Voyager Travel, 33 Agnes Street, Jolimont, VIC 3002
  - By Email: [AusAID\\_Monash@voyagertravel.com.au](mailto:AusAID_Monash@voyagertravel.com.au)
  - In person: To the Fees Unit via the Student Service Centre on your campus.

### Student's Details:

<b>Student ID:</b>		<b>Campus:</b>	
<b>Title:</b>	Mr      Miss      Ms      Mrs      Other -		
<b>Family name:</b>			
<b>Given names:</b>			
<b>Departure Date</b> (Day / Month / Year):	/   /		
<b>Destination city:</b>		<b>Country:</b>	
<b>Mobile:</b>		<b>Home phone:</b>	
<b>Monash Email:</b>			

**Accompanying Family Members:** Only complete if you are buying their tickets from Voyager Travel

<b>1</b>	<b>Title:</b>	Mr      Ms      Mrs      Miss      Mstr      Infant	<b>Age:</b>	
	<b>Family name:</b>			
	<b>Given names:</b>			
<b>2</b>	<b>Title:</b>	Mr      Ms      Mrs      Miss      Mstr      Infant	<b>Age:</b>	
	<b>Family name:</b>			
	<b>Given names:</b>			
<b>3</b>	<b>Title:</b>	Mr      Ms      Mrs      Miss      Mstr      Infant	<b>Age:</b>	
	<b>Family name:</b>			
	<b>Given names:</b>			
<b>4</b>	<b>Title:</b>	Mr      Ms      Mrs      Miss      Mstr      Infant	<b>Age:</b>	
	<b>Family name:</b>			
	<b>Given names:</b>			