

Applying for credit towards your degree at Curtin University Short-term Programs

Important:

Students from the **Faculty of Business of Law** or **Faculty of Health Sciences** should follow the below procedures:

- All students in the Faculty of Business and Law should should apply by emailing ExperienceCBS@curtin.edu.au and attaching their CV, Expression of Interest and transcript.
- All students in the Faculty of Health Sciences should contact Go Global at goglobalhealth@curtin.edu.au to register their interest in participating in the ACICIS Public Health Study Tour.

Before applying at acicis.edu.au/**apply-now**, please read and consider the following information. Many frequently asked questions are answered below.

- Any queries? Contact Meg McPherson, ACICIS Marketing & Student Recruitment Coordinator at m.mcpherson@acicis.edu.au or phone 08 6488 6680.
- Curtin Go Global, goglobal@curtin.edu.au, phone: 1300 222 8888 and select options 3332.

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Tuition fees

Students are required to pay administration and tuition fees for the ACICIS program **upfront** and direct to ACICIS by Visa or MasterCard. Students will not pay any additional tuition fees to Curtin University during their period of study with ACICIS.

All applicants for the program will be automatically considered for a **\$3,000 New Colombo Plan mobility grant**. In addition, students may also apply for an **OS-HELP loan of up to \$8,295** to cover the costs of participation above and beyond the New Colombo Plan mobility grant amount. The OS-HELP loan is applied to a student's HELP debt, to be repaid alongside their HECS once their income reaches the repayment threshold (typically after graduation). More information on NCP and OS-HELP is available below.

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2 New Colombo Plan Mobility Grant

To apply for the **New Colombo Plan Mobility Grant**, students simply need to apply for the ACICIS program. ACICIS will automatically assess eligibility for the grant. Key eligibility criteria are:

- Australian citizen,
- Enrolled in an on-shore Australian University throughout the duration of the Mobility Project,
- Be undertaking a Bachelor Degree or Bachelor Honours Degree at the commencement of the Mobility Project,
- 70% of grant recipients for any given ACICIS program must be aged 18-28,
- Study must provide credit/count towards the course requirements for the relevant student's Bachelor Degree or Bachelor Honours Degree,
- Have not previously received a NCP Mobility Short-term grant.

3 Application deadlines

Please visit your chosen program webpage on the ACICIS website for information on application deadlines.

Tip: If possible, commence your application well in advance of the deadline, to allow plenty of time for the paperwork outlined below to be processed.

4 Application process

Step 1: Submit your application to ACICIS Study Indonesia:

Complete your online [application](#) via ACICIS website

Half way through the application you will be advised to download the University Approval Form. Do not complete this, you will not be able to have this signed until the Step 2 (below) is completed:

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Step 2: Make sure that you are eligible for academic credit

1. Contact your Course Coordinator and ask for their assistance in completing a [Study Plan Proposal Form](#). Note: you will likely be required to provide course outlines, these are available to download from your chosen ACICIS program's webpage.
2. Once your Course Coordinator completes the above form, submit this and the [Curtin University Overseas Study Application Form](#) by email to goglobal@curtin.edu.au as quickly as possible.
3. Once the above process is complete, please inform Meg McPherson (m.mcpherson@acicis.edu.au) who will have your ACICIS University Approval Form signed by the authorised person on your behalf.

Step 4: [Apply for an OS-HELP loan](#) (Loans are optional and subject to availability and as per approval by the Australian Government.)

1. Students may apply to borrow up to \$8,295 on their HELP debt to cover the costs of participation above and beyond the New Colombo Plan mobility grant amount.
2. Students must meet a number of eligibility criteria to apply for the OS-HELP loan. These include:
 - Australian citizen, Permanent Humanitarian Visa holder or New Zealand citizen who meets the Higher Education Loan Program criteria.
 - Enrolled in a Commonwealth Supported Place at Curtin University
 - Not received an OS-HELP Loan on more than one previous occasion.
 - Completed a minimum of 200 credits towards current course of study at Curtin University (this may include CRL)
 - Minimum Course Weighted Average (CWA) of 50
 - Not have commenced final 25 credits of study for their current course at Curtin University before overseas study program is completed.
 - Study will be full-time whilst overseas
 - Applicant must have a Tax File Number
 - Applicant must receive credits, log book hours or accreditation for overseas study
 - Overseas study must be in alignment with current course of study and be endorsed by Curtin University
 - OS-HELP application must be received by the Scholarships Office before the conclusion of the applicants study program

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3. To apply for an OS-HELP loan, download, complete and submit an application form by following the instructions on [this webpage](#). Make sure to do so prior to the OS-HELP application deadline.

Step 5: [Travel Insurance](#)

Curtin University provides comprehensive Travel Insurance to students undertaking approved travel and who have followed the student travel procedures. A detailed summary of the cover is provided in the Travel Insurance Brochure and on the website

<https://riskandassurance.curtin.edu.au/travel/TravelInsurancePolicy.cfm>

Where a Student is recorded as Absent Without Official Leave (AWOL), and wishes to undertake Fieldwork activities, they should transfer status to LOA, and seek Curtin authorisation to undertake the Fieldwork in order to be covered by insurance. **Students are not covered for insurance if the above is not undertaken.**

Step 6: Attend a Pre-Departure Session

1. In the lead up to the program, ACICIS will host a pre-departure briefing for all Perth-based students. These are not compulsory but offers an opportunity to meet other Perth-based participants and ask questions of ACICIS staff. A recording of the briefing will be made available to participants who aren't able to attend.
2. Students will be **required** to attend a Pre-departure Session hosted by the Curtin Abroad team.

5 Results

When you return from the program, to receive to credit you will need to submit your official transcript and marking key to goglobal@curtin.edu.au.