

**Refund policy**

**Payment:**

Payments must be made in accordance to the payment schedule outlined by the Tour Coordinator. Failure to make payments on time may lead to removal from a trip and refunds allocated as per the ' Refund Policy'.

**Deposit Payments:**

20% of total cost and is non-refundable

**Refunds**

Withdrawal from the tour at least five (5) weeks and one (1) day prior to tour commencement will incur a 50% fee penalty plus forfeit the 20% non-refundable deposit;

Withdrawal from the tour within the five (5) weeks prior to departure results in forfeiture of all fees paid.

In order to accept the Terms and Conditions of the Tour, Students are required to acknowledge the above and sign below.

.....  
Print Student Name

.....  
Signature  
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## STATEMENT OF RESPONSIBILITIES FOR STUDENTS PARTICIPATING IN A UNE APPROVED STUDY TOUR

This statement must be read, understood and signed by all UNE students participating in an overseas study tour that involves travelling overseas for credit towards a UNE award.

1. It is my responsibility to fully discuss my intended overseas study plan with the relevant Unit Coordinator at UNE. I must ensure that I have enrolled correctly at UNE by the advertised deadline, and that I have organised approval from the relevant Course Co-ordinator for the unit to count towards my degree program.
2. I understand that I am responsible for my own health and safety while I am overseas. I will ensure that I have adequate health, travel, evacuation, and repatriation insurance by registering using SmartBook for insurance and purchasing additional insurance for any travel before or after the official overseas study period.
3. I agree to ensure that all matters related to Commonwealth loans and grants are finalised before my departure from Australia. I agree to complete the SmartTraveller declaration including the tour itinerary.
4. I agree to ensure that I have adequate funds available to cover all costs associated with my participation in the tour, including costs for travel, accommodation and living, and unexpected events not covered by insurance.
5. I understand that while I am overseas I am a representative of UNE and I will conduct myself according to the principles and expectations outlined in the *Student Behavioural Misconduct Rules* (Refer to <http://www.une.edu.au/policies> ). I shall treat all participants in the program and the students, staff, and faculty of the host institution, as well as UNE staff and students with courtesy and respect at all times.
6. I understand that while participating in the study tour, I am obligated to obey all the applicable rules and regulations of UNE while overseas, as well as the laws and statutes of the country in which I am visiting or residing.
7. I understand that I am subject to the legal system of the foreign country in which I am visiting or residing. I recognise that while overseas I am entitled only to the legal due process of the foreign country in which I reside and not the legal due process of Australia. Being an Australian citizen or Permanent Resident does not give immunity from host countries' laws.
8. I understand that violation of the above conditions may, at the discretion of the Tour Co-ordinator, result in being removed from the study tour, being required to make my own way back to Australia at my own expense, forfeiting all fees and charges, and being asked to pay back any scholarships or loans I have received from the Government through UNE. I understand that any breaches of UNE's Student Behavioural Misconduct Rules may result in further disciplinary action in accordance with University rules and policies.
9. I understand that the 20% deposit is non-refundable and withdrawal from the tour prior to 5 weeks and one (1) days before tour commencement will incur a 50% fee penalty plus forfeit the non-refundable deposit. Withdrawal from the tour within the five (5) weeks prior to departure results in forfeiture of all fees paid.

**STUDENT DECLARATION:**

I declare that I have carefully read, understood and agreed to this statement.

**STUDENT NAME:****UNE STUDENT No.****STUDENT SIGNATURE:****DATE SIGNED:**