



FREQUENTLY ASKED QUESTIONS

PRE-LAUNCH

What study abroad opportunities are available as part of my course?

Please refer to the Study Abroad webpage for a list of opportunities available as part of your course.

Are there any funding opportunities available to assist towards costs associated with the program?

Please refer to the 'Costs, funding and scholarships' page in the Study Abroad prospectus for a list of grants and scholarships available. Specific funding details relating to your program can be found on the fact sheet for the program that you are applying for.

Will I get course credit for participating in a Study Abroad Program?

Generally yes. Faculty led study tours and offshore internships can be linked back to your assessment or a unit/s of competency as part of your course for students who participate however may also simply be offered as a learning experience. The competencies associated with your study abroad program will be listed on the fact sheet of the program you are applying for.

How much will my program cost and what are the inclusions?

It is important to note that costs will differ between programs, depending on length, location, planned activities, as well as other external factors, such as exchange rates. However, you can expect that costs associated with participating in a short-term program (2 - 4 weeks) will cost between \$2,000 - \$6,000 and long-term program (2 - 6 months) between \$6,000 - \$10,000. This is an estimation of all costs involved, including flights, accommodation and incidental expenses. TAFE Queensland Brisbane arranges packaged programs that will include, at a minimum, discounted return airfares, travel insurance and airport transfers. Please refer to the fact sheet of the program you are applying for more detailed information and refer to the 'costs, funding and scholarships' page in the prospectus.

Do I need a current passport to apply?

Yes. At the time of application, you will need either a current passport with at least six months validity from the estimated date of return to Australia or have a submitted an express passport application.

I am a part-time student. Am I eligible?

Yes. As long as the competencies associated with the study abroad program is within your enrolment pattern during the time of mobilisation.

I am a student with a disability, what support can I receive?

TAFE Queensland Brisbane aims to provide prospective and current students with a disability the opportunity to access, participate and succeed in programs on the same basis as students without a disability. All students are encouraged to meet reasonable requests for information about the nature of a disability which may impact on their capacity to achieve a successful outcome. You can discuss your needs with a Student Support Services Officer and the organisation will attempt to accommodate reasonable adjustments. TAFE Queensland Brisbane does not accept responsibility for measures or actions required for accommodating a student with a disability where staff are uninformed of the need for adjustment or not given sufficient time for the adjustment to be made.



FREQUENTLY ASKED QUESTIONS

POST-LAUNCH

What is the application due date?

Please refer to the fact sheet of the program you are applying for specific dates.

How do I apply?

You will need to check you meet the eligibility criteria in the Study Abroad prospectus before applying and attend a mandatory information session to ensure you receive notification of when applications are opened for the program you are applying for. The application process requires you to complete an application form, together with a student statement; two written referee reports; copy of your passport and your academic transcript. Your application and associated documents should be submitted to your faculty administration. Please refer to the 'Application process' page in the Study Abroad prospectus for further information.

When will I be advised of the outcome of my application?

You will be advised of the outcome of your application within four weeks of the application close date.

Can I extend my stay while participating in a Study Abroad Program?

Generally no as a study tour program is designed for specific dates of travel and is planned in line with your academic study.

In some circumstances where an extended period of stay will not interfere with your study, you may request to undertake an extended period of stay within the host country upon completion of their scheduled program, provided a request in writing is approved by the Director of Faculty. Additionally, If you are participating in an internship program which you would like to extend, your educational learning plan must be reviewed and approved by Director of Faculty. Please note any additional costs, such as accommodation, insurance, flight changes, associated with the change of schedule is the responsibility of the student.

What visa will I need? How much does it cost and how do I apply?

Specific information about visas relevant to your program can be located in the fact sheet for the program you are applying for.

What if my application is unsuccessful?

Students who have an unsuccessful application are welcome to apply for other opportunities relevant to their course of study. Students can also seek feedback on their application by contacting the faculty key person identified on your program fact sheet.

What is the selection criteria for a successful application?

Your student statement, as part of your application form, will be assessed against the following criteria: value of global learning; cultural diversity; industry knowledge; impact of studying overseas; ambassador qualities; team participation. Your eligibility, academic progress, conduct and referees will also be considered. A description of each of these criteria can be found under the 'Application process' page in the Study Abroad prospectus.

How much money will I need for incidental expenses?

In order to estimate how much money you may need for incidental expenses, please note you will need to at least cover the following costs, outside of the program package: passport costs, medical vaccinations, visa costs, personal spending/optional excursions and meals not included within program package. Please note that this is not an exhaustive list.

Your pre-departure session will help identify these costs which is also dependent on the exchange rate at the time.



FREQUENTLY ASKED QUESTIONS

ACCEPTANCE OF OFFER/BOOKINGS

Do I have to make my payments all upfront or can I pay instalments?

Accepted students are required to pay 25% of the advertised program cost as a securing deposit immediately following acceptance of your place in a program.

A following 50% of your program cost will be due half way prior to departure and full payment must be finalised two weeks prior to departure.

For students wishing to make regular payment installments, this can be arranged following the first securing deposit. More information will be provided to accepted students at their first pre-departure program.

How do I make payment?

You will receive an invoice prior to each payment date outlining how payment can be made. Upon payment, you will need to reference information included in your acceptance letter. Payment options include: in person at one of our customer service centers; via phone on 13 72 48; BPAY or at Australia Post. Direct debits options for payment installments can also be arranged.

Do I need to undertake a medical check before I travel?

Yes - this is advised. Your doctor can advise whether you are fit for travel and assist you with advice relating to travel vaccinations (if required).

Is the fundraising applied across the whole group or individually?

Fundraising will be applied across the group participating in the study abroad program. Please contact your study tour leader for more information as your faculty is responsible for arranging fundraising activities to help reduce the costs of the program.

I would like to have single room accommodation. Is this possible?

A faculty-led study tour program package only includes twin share or dormitory style accommodation. Should you require a single room, you will need to make this request upon acceptance of your placement and if we are able to accommodate for this with the hotel, you will be required to pay the additional expense.

If I am accepted and am unable to go, can I get a refund?

The \$250 administration fee included in your package is non-refundable.

If you withdraw after travel bookings are made, any deposits/fares (in excess of the non-refundable deposit) returned to TAFE Queensland Brisbane by a supplier ie airline will be reimbursed to participants. This however will be subject to the supplier terms and conditions.



FREQUENTLY ASKED QUESTIONS

PRE-DEPARTURE

How much luggage can I take?

Once your flight schedule has been advised, you will need to review the airline's website for more information.

What are my requirements before I leave?

There are a number of things that you need to do before you depart. You must attend a mandatory pre-departure session following your acceptance in a program. This will outline all of your requirements.

What do I have to do when I return?

In accordance with your student agreement, you will need to contribute to evaluation processes. At a minimum, this will include completion of a survey about your experience and also participation in a post-program debrief session. You will receive notification of this process prior to your departure and a reminder upon your return.

UPON RETURN

Where do I submit my student evaluation form?

As noted on your form, it should be submitted to studyabroad.brisbane@tafe.qld.edu.au within 2 weeks of your return.

I have further feedback and wish to make a complaint.

If you wish to provide further feedback outside of the evaluation form, you can contact studyabroad.brisbane@tafe.qld.edu.au.

Where do I submit my student blogs and photos?

Student blogs and photos should be submitted to website.brisbane@tafe.qld.edu.au ensuring that blogging guidelines are met. Please refer to your pre-departure guide for more information.