

**PREDEPARTURE EXCHANGE FORM**

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**SECTION 1 – Personal Details**

<b>Student ID</b>	
<b>Student name</b> (as shown on passport)	
<b>Date of birth</b> (dd/mm/yy)	
<b>Postal address</b> (in Australia)	
<b>Phone number</b>	
<b>Emergency contact name</b>	
<b>Emergency contact number</b>	
<b>Host university or short term program name</b>	

**SECTION 2 – Travel Insurance**

If you are participating in a **SCU School Study Tour led by a SCU academic**, you are covered under the University's corporate travel insurance which includes overseas medical expenses, personal liability, lost luggage and flight cancellation. Cover is subject to condition and exclusions, visit:

[www.scu.edu.au/risk\\_management/index.php/17](http://www.scu.edu.au/risk_management/index.php/17) for more information.

**All other students need to advise their travel insurance details below.**

<b>Insurance Provider and Policy Number</b>	
<b>Start date</b> (dd/mm/yy)	
<b>Expiry date</b> (dd/mm/yy)	

**SECTION 3 – Travel Information**

<b>Departure date</b> (dd/mm/yy)	
<b>Return date</b> (dd/mm/yy)	

**SECTION 4 –DECLARATION**

I understand and accept that:

- I accept full responsibility for ensuring the program is approved by my SCU Course Coordinator and that all changes must also be approved.
- Where relevant, I have notified [insurance.risk@scu.edu.au](mailto:insurance.risk@scu.edu.au) of any pre-existing medical conditions.
- I will conduct myself in accordance with SCU's rules relating to student discipline and in compliance with the rules and regulations prescribed in the host country/institution.
- I declare that I have registered my travel plans with Department of Foreign Affairs and Trade (DFAT) [www.smartraveller.gov.au](http://www.smartraveller.gov.au)
- I have the International SOS contact details for support and advice during travel or in an emergency situation.

***If you are unable to complete with an electronic signature, please print and sign, then email the scanned copy to us.***

<b>Signature</b>	
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Submit completed form to: [exchange@scu.edu.au](mailto:exchange@scu.edu.au)