

## Australia Awards Scholarships (AAS): Final departure travel arrangements

Your Australia Awards Scholarship (AAS) is due to end soon. Please read the following information carefully in order to facilitate a smooth and timely departure from Australia. Also, refer to Section 17 of the [AAS Policy Handbook](#) for further guidelines.

- All awardees must depart Australia **within 30 days of their scholarship end date or prior to their student visa expiry date, whichever comes first**. The scholarship end date is determined as follows:  
**Coursework awardees** : Examination results release date  
**Research awardees** : Thesis submission date or end date on DFAT contract, whichever comes first  
  
*e.g. If results for coursework students is published on 4 December 2023, you must depart by 3 January 2024 or before your visa expiry date, whichever comes first.*
- Your contribution to living expenses (CLE) or stipend will cease **five days after your scholarship end date** (section 10.3. of the policy handbook explains).
- **DFAT will not extend departure date** unless there are exceptional circumstances. Reasons such as 'to travel with preferred airlines', 'to accompany visiting family or relatives', or 'to travel around Australia', are not acceptable. Failure to comply will lead to termination of your scholarship, and you will incur a debt to the Commonwealth of Australia to the value of your scholarship.
- You **must notify** the Student Contact Officer (SCO) immediately if you are unwilling or unable to depart Australia by the specified time.
- You have to **apply to graduate** even if you choose not to attend a ceremony. By attending the ceremony, you can have your degree conferred and your testamur awarded (refer to [Graduations website](#) for details). There is no additional fund from AAS to cover graduation fee.
- **Flight Centre Management (FCM)** will make travel arrangements for AAS students. They are under strict instructions to source the most direct and economical route for your departure. AAS will cover your airfare but the travel costs of accompanying family member(s) are your own responsibility.
- If you are **accompanied by family members**, you can book their travel through one of the following options:
  - i.) FCM – you can book your family's travel together with yours and pay FCM via credit card, cheque, or money order.
  - ii.) A travel agent/provider of your choice – before booking your family's travel, you must first finalise your travel with FCM. **You cannot change your travel to match your family's itinerary.**
- Please submit the 'Completion Travel booking request form' below **at least 30 days before your nominated departure date**, along with a **copy of passport pages** and **visa grant letters** of all travelling members showing the names, passport expiry dates, and visa expiry dates.
- **Baggage allowance** is determined by the airlines. Neither Monash University nor FCM has the authority to change it. You may contact the airlines directly with a request to increase the baggage allowance, or explore the option of unaccompanied baggage.
- The International Student Engagement team offers a range of **resources** for students in their final year, which includes a [website with practical information](#) before you leave Australia (e.g. terminating your rental agreement and utility services, and shipping excess baggage/personal items home). Please email [iss@monash.edu](mailto:iss@monash.edu) for more information. Also, refer to Chapter 6 of the [AAS pre-departure guidebook](#) to help with transition back to your home country.

All the best for the remainder of your studies, and wishing you every success in your future endeavours.

## Australia Awards Scholarships (AAS): Completion Travel booking request form

**FCM** – please organise air travel for the AAS student below with the following conditions:

1. One-way economy class (student fare with additional baggage allowance if possible).
2. Most direct route to the airport in the student's country of citizenship with no voluntary stopovers.
3. Student must travel within the allowable period. If flights are unavailable, advise the Student Contact Officer (SCO) and seek approval for an alternative departure date.
4. Budget accommodation to be booked only when there is an unavoidable stopover.
5. Arrange for necessary visa if required for transit purposes.
6. Airfare and travel costs for accompanying family members are the student's responsibility.

**Student** – please complete the following form with name as shown on passport(s) and:

1. Scan a copy of passport photo page(s) showing the full name and passport expiry date.
2. Obtain an electronic copy of the student visa grant letters with information on visa expiry dates.
3. Enter the subject "**Australia Awards - Completion travel - SURNAME**" in your email.
4. Email the completed form, copy of passport(s), and visa grant letter(s) to [australia.awards@monash.edu](mailto:australia.awards@monash.edu).
5. Wait for FCM to contact you with further instructions (phone 03 7032 6211, email [monash@fcmtravel.com.au](mailto:monash@fcmtravel.com.au)).

### Student details

<b>Student ID</b>	:	<b>Campus</b>	:
<b>Title</b>	:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other ( <i>specify</i> ):	
<b>Surname</b>	:		
<b>Given names</b>	:		
<b>Departure date</b>	:		
<b>Destination city</b>	:	<b>Country</b>	:
<b>Other information</b>	:		
<b>Contact numbers</b>	:		
<b>Email address</b>	:		

### Accompanying family members *(only complete if you are purchasing their tickets through FCM)*

<b>1</b>	<b>Title</b>	:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other:	<b>Age:</b>
	<b>Surname</b>	:		
	<b>Given names</b>	:		
<b>2</b>	<b>Title</b>	:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other:	<b>Age:</b>
	<b>Surname</b>	:		
	<b>Given names</b>	:		
<b>3</b>	<b>Title</b>	:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other:	<b>Age:</b>
	<b>Surname</b>	:		
	<b>Given names</b>	:		
<b>4</b>	<b>Title</b>	:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other:	<b>Age:</b>
	<b>Surname</b>	:		
	<b>Given names</b>	:		