

Welcome to the ACICIS school tour!

All program activities are designed to provide experiences and skills that will bring Indonesia out of the textbook and into participant's lived experience.

This package includes the essential information you need to apply to participate in the ACICIS school tour.

Applicants are required to have a passport valid for **at least 6 months beyond their projected return date.**

Visa and Travel Requirements

Participants are required to have a passport valid for **more than six months beyond the intended length of stay.** You must meet this requirement in order to be eligible for a visa.

Participants must enter Indonesia on a pre-purchased 60 day **Social-Cultural Visa.** This is a single entry sponsored visa that is valid if presented within three months from the date of issue. The current fee for a Social-Cultural Visit visa is \$AUD70, which is included in the cost of your tour. Students must obtain this in Perth with the assistance of the ACICIS Secretariat. The Secretariat will provide all necessary documentation and will require your passport along with the completed documentation to be couriered the Secretariat no later than **6 weeks prior** to the commencement of your tour in order to obtain this visa for you.

Accompanying Teachers/Adults

Any teachers, parents or other adults participating in the school tour must fill out this application form and must obtain the same social-cultural visa as the school students.

Withdrawal

The \$800 deposit that is required to lock-in dates for tours is non-refundable. The balance is due one month prior to tour start dates. You must notify ACICIS of finalised student numbers before the balance is due, as we will be confirming places at Sanata Dharma University for the language classes. The balance of fees is also non-refundable.

Proof of Health and Insurance Cover

Health and Travel Insurance cover including provision for emergency evacuation is obligatory for the school tour. Prior to departure for Indonesia, ACICIS will require proof of adequate cover, including a copy of the Policy type, the Policy number, and the emergency contact number, to be submitted to the Secretariat at least one month before departure to Indonesia.

Routine medical care is available in Indonesia. However, medical insurance with coverage for medical evacuation and repatriation is compulsory. ACICIS is not liable for personal loss, injury, theft, damage, travel cancellations, etc. These are all the responsibility of each individual applicant. It is the applicant's responsibility to obtain and take with them a copy of their Insurance Policy and any documentation, (for example, insurance card) that is required for utilisation of the cover.

When applying for the ACICIS school tour applicants will be required to supply a doctor's certificate of good health and are strongly advised to use this opportunity to consult their doctor

for information about recommended medication and vaccinations. **ACICIS is not able to advise applicants in this area.** Applicants should note that specialist pharmaceutical medication is sometimes difficult to obtain from local pharmacies in Indonesia, and as such it is wise to take adequate supplies of any required medication. For more information on health matters please visit the ACICIS website.

Legal Requirements

Participants on all ACICIS programs must maintain minimum standards of conduct while in Indonesia.

These include:

- not working in Indonesia;
- abiding by all Indonesian laws;
- abiding by security regulations for foreigners concerning protests, public demonstrations, and political activities (i.e. non-involvement).

The consequences of breaching these standards are very serious. For instance, penalties for possession, use, or trafficking in illegal drugs are strict and convicted offenders can expect lengthy prison sentences.

ACICIS has a policy that any applicants found to have breached the above restrictions on attending demonstrations or taking drugs, can be expelled from the program.

Disclaimer

Indonesian government and university regulations and fees may change at any time without notice, and are beyond the control of ACICIS. ACICIS reserves the right to pass on to participants any Indonesian government or university price increase up to the commencement of the orientation period. Participants will be expected to cooperate with the Secretariat when advised that such changes have occurred.

Applications

All students and accompanying teachers/parents/adults must complete this form. Please send completed forms to our ACICIS Secretariat Staff via email (preferable) or post. Here are the email and postal address details:

e enquiries@acicis.edu.au

ACICIS Secretariat
The University of Western Australia (M363)
35 Stirling Highway
Perth WA 6009
Australia

p +61 8 6488 6675

Application Package Checklist

Applicant's name School

Submitted DD/MM/YYYY

Completing the Application Pack

Please ensure that all items on the checklist are included with the application before sending it in. All forms must be completed, signed and dated as required to avoid delays in administrative processing. Incomplete applications may hinder acceptance into the ACICIS school tour.

ACICIS FORMS

- Personal Details
- Health and Travel Insurance Policy details
- Personal Medical Statement
- Statement of Good Health from Applicant's Doctor
- Statement by Applicant
- Applicant Acknowledgement and Waiver
- Audio/Video/Photograph Consent Form

ADDITIONAL:

- Photocopy of first page of passport
- Student photo (preferably latest school photo)

To help efficient processing of applications, please ensure the following before submission:

- All forms have been **completed, signed** and **dated**
- Forms are in order as shown on the checklist
- All staples, paperclips and fastening devices have been removed
- Passport expiry date is valid for 6 months after intended departure date from Indonesia

Signature

Date DD/MM/YYYY



Images courtesy of Taring Padi and David Armstrong.

PERSONAL DETAILS

Please fill in details as it appears in your passport:

Title Surname

Given Names

Gender (M or F) Date of Birth **DD / MM / YYYY**

Place of Birth

Nationality

Passport Number

Place of Issue/Authority

Date of Issue **DD / MM / YYYY**

Expiry Date **DD / MM / YYYY**

*Please make sure your passport is valid for more than 6 months beyond the intended length of stay in Indonesia.

Contact Details

(please include international/state extensions)

Mobile

Home phone

Email

Permanent Home Address

Same as Next of Kin

.....
.....
.....

Next of Kin / Emergency Contact

Name

Relationship

Address

.....
.....

Home phone

Mobile

Email

Current School Year (N/A for Teachers):

Year 7 Year 10

Year 8 Year 11

Year 9 Year 12

Other:

Language Level (N/A for Teachers):

Beginner

Intermediate

Advanced

Shirt Size (Australian Standard):

S M L XL

XXL XXXL XXXXL

Applicant Travel Experience

If you have any had any previous travel experience to Indonesia, please outline when, how long, where to (city) and what reason (eg holiday):

.....
.....
.....

Do you have any special dietary requirements?

Yes No

Please detail (ie vegetarian):

.....
.....
.....

Where did you first hear about the ACICIS?

.....
.....
.....

HEALTH AND TRAVEL INSURANCE POLICY DETAILS

Health and travel insurance coverage including provision for emergency evacuation is compulsory for applicants in the ACICIS study tour. ACICIS requires proof of adequate cover, including a copy of the policy and policy number, policy type, and emergency contact number, be submitted to the secretariat before departure.

ACICIS is not liable for personal loss, injury, theft, damage, travel cancellations, etc. These are the responsibility of individual applicants, who are advised to obtain and take with them a copy of their insurance policy and any other relevant documentation that is required.

Proof of insurance does not need to be with ACICIS until approximately one month before departure.

Name of applicant

Please indicate below which is relevant to your circumstances:

- I have checked with the Officer responsible for insurance matters at my school and I can confirm that the school's insurance policy covers me. The health and travel insurance policy details are as follows (please note that a copy of the policy must also be sent to the ACICIS secretariat prior to departure):

Company.....

Policy Number.....

Policy Type

Emergency Contact Phone.....

or

- I have not attached a photocopy of this policy but will provide one to the ACICIS secretariat well before I depart for Indonesia.

or

- My school's insurance policy will not cover me whilst undertaking the study tour/I am a private applicant and not covered by a school policy. Therefore, if accepted into the study tour, I undertake to arrange my own travel and health insurance, and will provide the ACICIS Secretariat with a photocopy of this policy one month before departure.

*Please note, some insurance policies do not allow you to extend from overseas. If there is a chance you may stay longer than initially intended, it is a good idea to take out insurance which allows you to extend from overseas.

Signed

Date DD / MM / YYYY

PERSONAL MEDICAL STATEMENT

ACICIS and its staff will not be responsible for any adverse health condition or any matters concerning your personal security or safety that may occur during the study tour. It is worth noting that most travel insurance policies do not cover medical and additional expenses which arise out of pre-existing medical conditions, the use of non-prescribed drugs, sexually transmitted diseases, AIDS and HIV, neurotic disorders or suicide attempts. It is your responsibility to determine that your insurance cover is adequate for your requirements and to take out additional cover if required.

ACICIS reserves the right to reconsider the application of any participants who fail to fully disclose medical conditions that may impact upon their ability to effectively participate in the program.

In the event of a medical emergency arising while you are in Indonesia, it is *imperative* that the ACICIS staff can quickly provide accurate information to local medical authorities on medications currently prescribed or previous medical histories involving serious illness. For this reason we require all applicants to provide complete and accurate details of the following:

* All information is treated with the strictest confidentiality.

1. Please list any past medical or psychological conditions for which you required hospitalisation, long-term treatment or prescribed medication:

2. Please detail any current medical or psychological conditions for which you are taking prescribed medication:

3. Please list any prescribed medications that you envisage using during the study tour:

4. Please list any known allergies (including allergies to prescribed medications):

5. Please provide details of any other medical or psychological conditions that you consider may affect your participation in the ACICIS study tour in any way (please explain your medical or emotional circumstances on a separate sheet if necessary).

I declare that the above information is accurate and complete at the time of my application and I will inform an ACICIS officer if my circumstances change during my time on the study tour. I acknowledge that ACICIS will not take any responsibility for my personal health, safety or security during the study tour. I agree that the release of all or any part of this information to Indonesian medical authorities will be at the discretion of ACICIS but that otherwise all information provided will remain confidential.

Signature of Applicant

Date DD/MM/YYYY

STATEMENT OF GOOD HEALTH FROM APPLICANT'S DOCTOR

Date

STATEMENT OF GOOD HEALTH on behalf of:

Full name

On examining the patient whose name appears above, I find them to be:

- in good health and capable of undertaking a two-week study tour in Indonesia

- NOT in good health and therefore NOT capable of undertaking a two-week study tour in Indonesia

- in generally good health, and capable of undertaking a two weeks study tour in Indonesia, but suffering from the following minor health conditions which may need the treatment specified: (please elaborate)

.....
.....
.....

Doctor's signature

Doctor's name

Address

Telephone

Facsimile

STATEMENT BY APPLICANT

- 1) I declare that the information contained in this application is complete and accurate to the best of my knowledge.
- 2) I have read and understood the information provided concerning the ACICIS study tour and am willing for my child to participate in the Program on this basis.
- 3) I acknowledge that I have informed myself of the potential risks involved in participating in an ACICIS program in Indonesia, that I comprehend the nature and extent of the risks, and that I voluntarily accept those risks on behalf of my child.
- 4) I acknowledge that, while on an ACICIS program, my child is responsible at all times for their own safety and further acknowledge that neither ACICIS nor The University of Western Australia (as the Consortium's lead institution) will be liable for any claims whatsoever resulting from my child's participation in the ACICIS study tour in Indonesia.
- 5) I accept that ACICIS in no way can accept liability for my child's holiday travel.
- 6) I accept that academic credit, will be determined by the relevant Australian authorities as applicable.
- 7) I give my permission for ACICIS to provide details of my participation in the study tour to my nominating organisation.
- 8) I acknowledge that if my child withdraws from the study tour after being accepted onto the tour, I may have to refund monies spent on my child's behalf.
- 9) Without affecting clauses herein, I accept that ACICIS (and the Consortium's lead institution, The University of Western Australia) is entitled to terminate the program in Indonesia early if it reasonably determines that it is dangerous for ACICIS participants to remain in Indonesia (whether owing to threat of terrorism, civil commotion, war, weather conditions, natural disasters or otherwise), or for any other reasons beyond the control of ACICIS and its constituent universities. I accept that if the ACICIS study tour is terminated no refund of money will be provided for fees and costs incurred.
- 10) I accept that The University of Western Australia (as the lead institution for ACICIS and on behalf of its employees and agents) is expressly excluded from any liability for any loss or damage suffered or sustained by ACICIS participants as a result of or in connection with any negligent act or omission on the part of the University

(or its employees or agents) (including without limitation, a decision on the part of the University to suspend or early terminate or not to suspend or early terminate the ACICIS program) and for any loss or damage suffered or sustained by any participant resulting from the suspension or early termination of the ACICIS program (including, without limitation, airfares, prepayments, foreign exchange losses), and I release the University from any liability for any loss or damage suffered by the participants as a result of the University (or any other consortium member) deciding not to credit the relevant ACICIS applicant with studies undertaken in Indonesia in the ACICIS program, resulting in any failure or delay in achieving a diploma, degree or other certification.

- 11) Without affecting any other provisions of this document, I accept that if an event of force majeure occurs any obligations which may be otherwise owed to me and my child by The University of Western Australia or any relevant entity in the ACICIS consortium will be suspended for the duration of the event of force majeure or, where the event of force majeure has permanent effect, permanently. For the purposes of this clause, "force majeure" means any event which is beyond the reasonable control of The University of Western Australia and which has the practical effect of preventing performance of any obligation otherwise imposed upon The University of Western Australia or any member of the ACICIS consortium with respect to the ACICIS program.
- 12) I agree that my child will abide by all university and government regulations or special conditions for the duration of my ACICIS study tour. I understand that failure to comply with the above, as determined by the ACICIS Program Officer, may result in my child's expulsion from the program.
- 13) I acknowledge my personal information is collected and retained by ACICIS and the University of Western Australia as the Consortium's lead institution in accordance with UWA's privacy policy available at <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP14%2F10>. I will advise ACICIS if I do not wish it to contact me beyond this application.

**This form must be filled in by the parent/
guardian of the applicant.**

Signature of Parent.....

Signature of Witness.....

Name of Parent

Name of Witness.....

Date DD/MM/YYYY

Position / Occupation.....

Date DD/MM/YYYY

APPLICANT ACKNOWLEDGEMENT AND WAIVER

The Australian Consortium for In-Country Indonesian Studies (ACICIS)

Home School/Organisation:	
Study option:	<i>Indonesian School Tours</i>
Applicant's full name	
Applicant's address	

I, being the parent/guardian of the applicant whose details appear above, acknowledge and agree that:

- I am aware that ACICIS is an unincorporated association of Australian and international universities, facilitating in-country Indonesian studies at, amongst others, the Host Universities.
- The Host Universities do not have any public liability/risk insurance that will apply to me during the period of my child's visits to the Host Universities.
- I have been advised by ACICIS to seek independent financial/insurance advice in this regard.
- ACICIS has further advised me, as they do all applicants contemplating travel to Indonesia, that (i) the Australian Department of Foreign Affairs & Trade issues and periodically revises its Travel Advisory regarding Indonesia, a copy of which is accessible at the following website, or via the 'Smartraveller Phone Service' on 1300 139 281; (ii) deciding to travel to Indonesia and participate in the ACICIS program is a personal decision that should be made on an informed basis; and (iii) I must ensure that I check the current status of the Travel Advisory for Indonesia at the time of applying for an ACICIS program and I should check for any updated Travel Advisory issued by the Department since they may change from time to time:

<http://www.smartraveller.gov.au/zw-cgi/view/Advice/Indonesia>
- To the fullest extent permitted by law, neither ACICIS nor any current or future ACICIS member has any liability to me or to my child whether under the common law or otherwise (and I release and forever discharge ACICIS and current and future ACICIS members from any such liability) for death or any injury, disability, illness, and loss or damage of any kind suffered or sustained by me or my child arising out of or connected with my involvement in the study tour noted above and/or my child's presence at any Host University campus, including any death or any injury, disability, illness, and loss or damage caused by an act or omission of any Host University (whether negligent or otherwise).
- ACICIS has strongly recommended that I discuss my child's plans to study in Indonesia, and this acknowledgement and waiver, with my next of kin or other person.
- My acknowledgements as detailed above are conditions precedent to, and will be relied on by, the members of ACICIS for the time being in considering and granting my application for acceptance into the programme.
- I acknowledge my personal information is collected and retained by ACICIS and the University of Western Australia as the Consortium's lead institution in accordance with UWA's privacy policy available at <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP14%2F10>. I will advise ACICIS if I do not wish it to contact me beyond this application.

This form must be filled in by the parent/guardian of the applicant.

Signature of Parent

Name of Parent

Date DD/MM/YYYY

Signature of Witness

Name of Witness

Position / Occupation

Date DD/MM/YYYY



Australian Consortium for 'In-Country' Indonesian Studies

ACICIS Secretariat
The University of Western Australia
(M363) 35 Stirling Highway
Perth WA 6009
Tel: (61-8) 6488 6675
Email: acicis@acicis.edu.au
www.acicis.edu.au

Audio/Video/Photograph Consent Form

Name	
Address	
Email	
Phone	

You agree that:

- a) The Australian Consortium for 'In-Country' Indonesian Studies (**ACICIS**) may have (i) made an audio or video recording of your image or voice; and/or (ii) taken a photograph of you (**recording**).
- b) ACICIS may use your name or any other personal reference in relation to the recording.
- c) ACICIS may make a transcript of the recording (**transcript**).
- d) ACICIS may in its discretion use, copy, publish, make available, distribute, transmit, perform, display, edit or modify (**utilise**) the recording and the transcript anywhere in the world, but only for the purposes of reporting and journalism, promotion and marketing and knowledge transfer (**permitted purposes**).
- e) If the recording or transcript is edited or modified, ACICIS must ensure that the editing or modification:
 - i. Does not injure your reputation or good standing;
 - ii. Is not derogatory or prejudicial to you; and
 - iii. Does not infringe your moral rights.
- f) You are not entitled to any royalties, fees or other compensation in return for any utilisation of the recording or transcript permitted by this document.
- g) ACICIS has agreements with third parties for the distribution of content such as recordings. You agree that third parties may utilise the recording and transcript for the permitted purposes.

Signature: _____ **Date:** _____

(If under 18 years of age, parent or guardian signature is required)

Parent/Guardian Name: _____

Signature: _____ **Date:** _____