[International Partner Provider Logo - insert here]

Western Sydney University

International Short Program Proposal

[Project Title]

Program Description

[Provide a brief description about the project and objectives]

Inclusions and Exclusions

[Provide inclusions and exclusions – example below]

The budget includes:

* [X number] accommodation nights at host destination
* Chartered Airport transfers
* Daily transportation as documented in the itinerary
* Breakfast daily
* Welcome and Farewell Dinners
* Business visits, workshops and cultural excursions as documented in the itinerary
* Sim Card for each participant
* Local transportation card for each participant
* Orientation presentations
* 24 Hour logistical support by in-country representative
* Travel information requirements, visa, passport, restrictions, helpful tips etc.
* A Welcome Pack

The budget **does not** include:

* Airfares
* Visa costs
* Insurance
* Optional activities not listed on itinerary
* Personal incidentals

Program Costs

The following information provides a sliding scale of indicative costs, depending on the number of participants.

|  |  |  |
| --- | --- | --- |
| Group size of 10-14 students | Group size of 15-19 students | Group size of 20-24 students |
| AUD $X | AUD $X | AUD $X |

An additional cost of AUD$X will be added for each Western Sydney University program staff joining the program.

Program Schedule and Itinerary

|  |  |
| --- | --- |
| Host country |  |
| Host city(s) |  |
| Proposed duration (e.g. 6 weeks) |  |
| Travel Dates |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Day | Date | Location & Activity |
| Day 1 |  |  |  |
| Day 2 |  |  |  |
| Day 3 |  |  |  |
| Day 4 |  |  |  |
| Day 5 |  |  |  |
| Day 6 |  |  |  |
| Day 7 |  |  |  |
| Day 8 |  |  |  |
| Day 9 |  |  |  |
| Day 10 |  |  |  |
| Day 11 |  |  |  |
| Day 12 |  |  |  |
| Day 13 |  |  |  |
| Day 14 |  |  | Insert or delete rows if required |

Important Dates to Consider

|  |  |  |
| --- | --- | --- |
|  | | Comments |
| Arrive in host location by | [Insert date] |  |
| Confirm number of participants by | [Insert date] | Students may require [OS-HELP](https://www.westernsydney.edu.au/currentstudents/current_students/fees/commonwealth_supported_students/hecs_help/os-help). This can take up to 5 weeks to process. |
| Cancel or postpone the project by | [Insert date] | Cancel the project before incurring costs that may need to be paid by School - consult with provider. |
| Pay deposit by | [Insert date] |  |
| Pay final invoice by | [Insert date] |  |
| Insert or delete rows if required |  |  |
|  |  |  |