

APPLICATION → FORM PART 1

PLEASE WRITE IN CAPITAL LETTERS (in black ink)

NAME: (as it appears on your passport)

Surname:
Forenames:

Title: Mr. ☐ Mrs. ☐ Miss. ☐ Ms. ☐

Home / Permanent Address:

Phone no:

Mobile no:

Email:

Date of Birth: DD MM YYYY

Country of Birth:

Nationality:

Passport No.:

Current / Temporary Address (if different from above):

Phone no:

Emergency contact while away:

Name:

Phone no:

EDUCATION:

University (or proposed university):

Subject (or proposed subject):

Current or most recent school (if you left less than four years ago)

Where did you hear about **Projects Abroad**?

When you join **Projects Abroad**,
you expect to be (please tick):

- | | |
|--|--|
| <input type="checkbox"/> at school/college | <input type="checkbox"/> between school and University |
| <input type="checkbox"/> an undergraduate | <input type="checkbox"/> a graduate |
| <input type="checkbox"/> a career breaker | <input type="checkbox"/> other |

Referee (Academic/Professional, not a family member)

If you are unsure who can qualify as a referee for you,
please call your local **Projects Abroad** office

Name:

Address:

Phone no:

E-mail:

Please turn over to part 2 of your application form, which is concerned with further details of your placement with us.

If you have special interests, work or accommodation preferences, or have anything else that you would like us to know, but cannot fit on this form, please attach a separate sheet with as much information as possible.

Remember you can apply online at our website, www.projects-abroad.com.au



www.projects-abroad.com.au

APPLICATION → FORM PART 2

Your chosen destination(s):

Destination 1:

Duration (months):

Destination 2: (if combining destinations)

Duration (months):

Your chosen project(s):

(For more than 2 projects please use a separate sheet).

Project 1:

Duration (months):

Project 2: (if combining projects)

Duration (months):

Please tell us if you would like to do any of the following:

☐ 14-hour language course

☐ 60-hour language course

Would you like extra independent touring time?

☐ Yes

☐ No

Number of months:

Would you like to arrange your own flights?:

☐ Yes

☐ No

Any special travelling companion?

Any special diet or medication?

Any current or past disabilities or infirmities?

(psychological or physical).

☐ Yes

☐ No

If yes please attach a separate sheet with brief information for our insurers.

When would you like to start?

Just fill in the month and year if the exact date is unimportant to you.

DD

MM

YYYY

What is your earliest possible starting date?

Leave blank if this is unimportant to you.

DD

MM

YYYY

What is your latest possible return date?

Leave blank if this is unimportant to you.

DD

MM

YYYY

Signature:

Date:

DD

MM

YYYY

Would you like to add any other information?

Please send your \$495 deposit with this form to your local Projects Abroad office:

(see back of brochure for details)

Cheques should be made payable to **Projects Abroad**

You can also pay by credit or debit card (see below) or bank transfer (contact us for details)

Cardholder's Name:

Type of card (e.g. Visa etc.):

Card Number:

Security Code:

(Last 3 digits on signature strip on rear of card)

Expiry Date:

MM

YYYY

Valid Date:

MM

YYYY

Issue number:

(Switch/Solo/Maestro)

Cardholder's signature:

Date:

DD

MM

YYYY

ADDITIONAL INFORMATION

Flights

You can choose to book your own flight or book through Projects Abroad Travel. No matter who books your flights every volunteer is picked up at their destination airport by our in-country staff.

Why book your flights with Projects Abroad Travel?

It is easy to do by ticking the box on the application form. The flights are guaranteed to fit in with our overseas programmes.

Projects Abroad Travel has extensive experience working with exotic destinations. We can adapt tickets to your personal plans. In some cases we can organise your trip overland. If you are interested in this have a look at our website or give us a call for more details.

Projects for professionals

Projects Abroad Pro is an arm of Projects Abroad designed to encourage graduates, professionals on a career break and retired seniors to take part in voluntary work in a developing country. We are looking for people with a skill or qualification who want to make a difference, using their knowledge to help some of the poorest communities in the world. Our strength is matching each volunteer with an in-country professional from their related industry. For more information visit www.projects-abroad-pro.org



ProjectsAbroadPRO
Qualified volunteers in action

Group trips

Whether you are a school, university or community group, Projects Abroad can work with you to tailor make a volunteer project, to suit the specific needs of both your group and the community involved. These projects can be tailored to the number of students and the length of time you wish to go away for. We have specialists devoted to the planning and preparation of group trips, and a wide variety of suitable worthwhile projects. Groups have worked in schools, orphanages, on conservation programmes, as well as getting the opportunity to see some of the sights. For more information please contact us on info@projects-abroad.com.au or **1300 132 831**

Applying for your placement

1. Complete the application form online, on paper or over the phone. Please ring us if there's anything you would like to discuss. Our basic package includes food, accommodation, insurance and the support of our staff at the office and in your destination.
2. If you have applied using a paper form, please post it with your deposit of \$495. Alternatively you can give your credit card or debit card number online or over the phone. (The balance will be payable three months before travelling or on receipt of invoice if you are travelling in less than three months).
3. We will immediately acknowledge receipt of your application and payment.
4. Within fifteen working days we will write to welcome you on to our programme.
5. We will then give you your own web page with:
 - General information about your destination, along with information about Projects Abroad staff and offices;
 - Information about your insurance cover;
 - A teaching ideas pack (if you've applied for teaching);
 - Terms and conditions;
 - Top tips for travellers information;
 - Fundraising ideas;
 - Kit list;
 - A questionnaire for you to fill in and return;
6. If we cannot accept you, we will contact you to discuss possible alternatives, or refund your deposit in full.
7. Visa information and travel information, if it applies to you, will usually arrive between one and four months before your departure, depending on airlines, embassies and so on.
8. About a month before your departure, we will send you full information about your particular placement.
9. We try to be as precise as possible with prices but, in common with all other organisations involved with travel, quoted prices cannot be binding and are occasionally subject to change because of events or circumstances beyond our control.

Visas, Insurance and Vaccinations

With a few exceptions, you will need to buy a visa. We will give you the relevant documents and advice. As we go to press, prices for visas vary from \$50 to \$200 according to destination.

Projects Abroad prices include insurance cover for your outward and return journeys (except for overnight stays in your home country) and throughout your placement.

Cover includes medical expenses and emergency travel expenses, luggage and personal effects, money, personal accident, personal liability, cancellation and curtailment, rescue and assistance, legal expenses, hijack and travel delay.

Cover becomes effective once full payment has been received. Extra leisure travel insurance can also be arranged for an additional premium.

We advise you to consult your doctor or health centre for up-to-date information about vaccinations. Since we are not medical experts, our advice on vaccinations and other medical matters can only be informal.

Amendments or Cancellations

If personal, academic or other developments make travel impossible at the time planned, placements can normally be deferred for a minimal charge. Please call us to discuss your situation.

The charge for amendments ranges from \$100 to \$300 plus the amount charged to Projects Abroad by third parties. Cancellation charges depend on how far in advance of your originally preferred departure date we have been informed in writing:

- notice of 3 months or more - \$150
- notice of 2-3 months – One third of total cost
- notice of 1-2 months – Two thirds of total cost
- notice of less than 1 month – No refund

Please note that, if you have made your final payment, cancellation insurance will be available under certain circumstances.



www.projects-abroad.com.au