

MGX 5890 INTERNATIONAL STUDY TOUR for International Business 2018/2019

Important Notes:

	MONASH Malaysia students		Other MONASH students
	Malaysian	International	
Queries about enrolling in the unit	Chandra Tharmalingam chandra.t@monash.edu		Chandra Tharmalingam chandra.t@monash.edu
Tuition Fees	*RM 4416.75	*RM 4858.50	You will be invoiced by your respective home campus.
Make payment at finance counter once you are enrolled in the unit			
Visa to Philippines	<p>Malaysian citizens do not need a visa to Philippines if they plan to stay for less than 30 days.</p> <p>International passport holders are required to check and apply personally at the Philippines Embassy.</p> <p>You may get more information from this website: http://www.philembassykl.org.my/main/index.php/consular-services/visa/guidelines-on-the-entry-of-temporary-visitors</p>		<p>You are required to check and apply personally at the Philippines Embassy in Australia.</p> <p>You may get more information from this website: https://www.philembassy.org.au/visa/37.html</p>
Visa to China	<p>Travel agent will assist Malaysian passport holders.</p> <p>International passport holders are required to apply personally at the Embassy.</p>		<p>You are required to apply for your own visa http://www.visaforchina.com.au/MEL_EN/</p> <p>Office address: Ground Floor, 570 ST. Kilda Road, Melbourne, VIC 3004, Australia</p> <p>Contact information: Call: +61-03-9937-2308 Fax: +61-03-9937-2337 E-mail: melcenter@visaforchina.org</p>
Requirement of Visa for both Philippines and China is dependent on your Nationality. International students <u>may need</u> to apply for the visas in your home country.			
Breakdown of Payment for Travel and Tour			
Travel and Tour (1 st Payment)	RM3000 by 30 August 2018		
Travel and Tour (2 nd Payment)	RM7500(Home-campus Malaysia) or RM5500(Home-campus Australia) by 28 September 2018		

*subject to change

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Important Notes:

1. Please fill in and complete the **Tour Travel Application form**
2. Please attach a copy of your student visa (if applicable) and a copy of the information page of your passport
3. You should have a valid passport (at least valid through end of 30st September, 2019)
4. Copies of all receipts of payment, application form and student declaration form must be submitted to the Education Office, School of Business, Monash University Malaysia
5. When making payment for the travel bookings, please indicate the following account code **2010207-111-00** for issuance of the receipt.

Costs: Students are required to pay for the travel component of the program in addition to relevant unit tuition and fees.

What's included: Internal Flights, ground transport, transfers and accommodation in Phillipines and China (twin share, three-four star hotels, all breakfasts, travel and medical insurance(Malaysians)(Monash Australia students purchase this on their own) during the tour, airport taxes, fuel surcharges, and tips)

Not included: Visas costs (if required), daily personal costs such as meals (other than the ones covered in the tours), spending money.

Health and Vaccinations

Students should seek medical advice about health requirements and vaccinations for travel to Vietnam and Japan. Go to <http://traveldoctor.com.au/> for guidance.

Visas

Please contact the Phillipines and China Embassies/Consulates in your respective country of current residence for advice as soon as possible, as visa can take some time to process. Our local (Kuala Lumpur) agents will only be able to assist Malaysian students that are based in Kuala Lumpur at the time when visas can be arranged.

Safety

International travel presents a number of challenges and great care is taken by the University to ensure all current issues are taken into account in planning and conducting the tour. The advice provided by the Australian Government on its Smart Traveler website is a primary source of information (<http://www.smarttraveller.gov.au/>)

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Eligibility:

All students currently enrolled in Monash's master programs are eligible to participate. There is no pre-requisite but a cap of 24 students is allowed to join.

Travel insurance

Travel and medical insurance for the full duration of the tour is purchased through the travel agency (for MUM students) and Monash Abroad for students from MUA.

Other issues

All student accommodation is arranged on a twin-share basis.

<i>Wondering how to make <u>payment for the tour?</u></i>
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Important notes

- Payment in foreign currencies will be based on exchange rates at the time of payment.
- Refer to Page 1 for Payment details. Contact s.vijayamalar@monash.edu for enquiry.
- Drop off or e-mail copies of application form and payment receipts to the Education Office, School of Business, Monash University Malaysia campus.
- When making payment, please indicate that the payment is for travel cost for **MGX5890** and quote the following account code **2010207-111-00** for issuance of the receipt.

Payment Channels and Instructions

1	Over the Counter
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Finance Unit, Level 1, Building 2, Monash University Malaysia. Operating hours: Monday – Friday from 8.30am to 5.30pm

Mode of payment

- Cash, or
- Crossed Cheque / Bankdraft – Payable to “Monash University Malaysia Sdn Bhd”. Please write student's name, Monash student's ID no and contact number on the reverse side of the cheque/bankdraft.

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2	Drop box
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Finance Unit, Level 1, Building 2, Monash University Malaysia Campus.

Mode of payment

- Crossed Cheque / Bankdraft – Payable to “Monash University Malaysia Sdn Bhd”. Please write student's name, student's ID no and contact number on the reverse side of the cheque/bankdraft.

3	By registered Mail / Courier Service
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Send to:

Attn: Finance Unit
 Monash University Malaysia
 Jalan Lagoon Selatan
 47500 Bandar Sunway
 Selangor Darul Ehsan, Malaysia

Mode of payment

- Crossed Cheque / Bankdraft – Payable to “Monash University Malaysia Sdn Bhd”. Please write student's name, student's ID no and contact number on the reverse side of the cheque/bankdraft.

4	Interbank GIRO / Telegraphic Transfer
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You may bank in fees directly into Monash University Malaysia Campus current account as follows:

Account Name	MONASH UNIVERSITY MALAYSIA SDN BHD
Bank	Public Bank Berhad (Branch: Bandar Sunway)
Address of The Bank	No 48 & 50, Jalan PJS 11/28A Bandar Sunway 46150 Petaling Jaya Selangor
Account No.	3074129605
Swift Code	PBBEMYKL

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- Students/payers are requested to provide the transaction slip or remittance advice to both the School of Business (Education Office) AND the Finance Unit through one of the following channels:

School of Business (Malaysia campus)	Finance Unit (Malaysia campus)
At Education Office (6-4-24)	At Finance Unit counter (Building 2, Level 1)
Tel: +603 5514 6289	
By fax: (60) 3 5514 6192	By fax: (60) 3 5514 6050
By e-mail: s.vijayamalar@monash.edu	By email: mum.finance.unit@monash.edu