

MGX 5890 INTERNATIONAL STUDY TOUR for International Business 2019/2020

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	Intake 2018 *RM 4416.75 Intake 2019 *RM 4508.25	Intake 2018 *RM 4858.25 Intake 2019 *RM 4954.25	You will be invoiced by your respective home campus.
	Make payment at finance counter once you are enrolled in the unit		
Visa to Czech Republic and Poland (Schengen Visa)	<p><u>Malaysians</u></p> <p>Malaysian citizens <u>do not need</u> a visa to Czech Republic and Poland (Schengen Visa) if they plan to stay for less than 90 days.</p> <p><u>International</u></p> <p>You need a <u>Schengen Visa</u> to travel to EU countries. Visitors from <u>some countries</u> are exempted from Schengen visa.</p> <p>A Schengen visa is a short-stay visa that allows a person to travel to any members of the <u>Schengen Area</u>, per stays up to 90 days for tourism or business purposes.</p> <p>You are required to <u>apply online</u>. Go to the following website to find out if you need to apply for Schengen Visa. Application procedures can be obtained from the website. https://www.schengenvisainfo.com/</p>		<p><u>Monash students from Australia</u></p> <p>You may need a <u>Schengen Visa</u> to travel to EU countries.</p> <p>A Schengen visa is a short-stay visa that allows a person to travel to any members of the <u>Schengen Area</u>, per stays up to 90 days for tourism or business purposes.</p> <p>Visitors from <u>some countries</u> are exempted from Schengen visa.</p> <p>You are required to <u>apply online</u>. Go to the following website to find out if you need to apply for Schengen Visa. Application procedures can be obtained from the website. https://www.schengenvisainfo.com/</p>
Breakdown of Payment for Study Tour (Excluding flight)			
(1 st Payment)	RM5000 by 20 August 2019 (Students from MUM) and AUD2000 (students from MUA)		
(2 nd Payment)	Balance by 28 September 2019		

*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, 2020)
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: Ground transport, transfers and accommodation in Czech Republic and Poland (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: Flight costs (return), visas costs (if required), daily personal costs such as meals (other than the ones covered in the tours), travel and medical insurance, airport taxes, fuel surcharges, and tips

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

A Schengen visa is a short-stay visa that allows a person to travel to any members of the [Schengen Area](#), per stays up to 90 days for tourism or business purposes. Visitors from some countries are exempted from Schengen visa. You are required to apply online. Go to the following website to find out if you need to apply for Schengen Visa. Application procedures can be obtained from the website: <https://www.schengenvisainfo.com/>

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

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the Australian Government on its Smart Traveler website is a primary source of information (<http://www.smarttraveller.gov.au/>)

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 should be purchased by the students when booking their flight tickets.

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 revathi@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

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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.

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)

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Address of The Bank	No 48 & 50, Jalan PJS 11/28A Bandar Sunway 46150 Petaling Jaya Selangor
Account No.	3074129605
Swift Code	PBBEMYKL

- 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 (6-4-36)	At Finance Unit counter (Building 2, Level 1)
Tel: +603 5514 6362	
By e-mail: revathi@monash.edu	https://finhelpdesk.monash.edu.my/

Please quote the following account code **2010207-111-00** when making the payment.

5	Online credit card payment (http://finapps.monash.edu.my/ebpg/student_form.php)
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Please quote the following account code **2010207-111-00** at the remark column when making online credit card payment.