

HIMALAYAN FIELD SCHOOL: DEVELOPMENT & HUMAN RIGHTS

Nepal, 15 January – 2 February 2012

Application form

INSTRUCTIONS

Please complete this application form and lodge in **hard copy** with the Sydney Centre for International Law by **22 August 2011** with the following documentation:

1. A copy of your academic transcript;
2. A copy of your curriculum vitae;
3. A photocopy of your passport; and
4. A 300 word (max) statement as to why you wish to attend the Field School.

See the Supporting Documentation section below for detailed documentation requirements.

Please note incomplete applications will not be considered and only hard copy applications will be considered. If you are overseas or in a location where it is not possible to send a hard copy, please advise us, in exceptional circumstances we will accept applications lodged electronically.

As **places are limited**, there will be a competitive selection process which will consider your academic merit, extracurricular achievements, motivation for applying and timeliness in lodging an application. Applications may be approved on a rolling basis from 8 August onwards.

PERSONAL DETAILS (PLEASE USE BLOCK LETTERS)

Title	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Date of Birth	Place of Birth (City, Country)
<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTACT DETAILS

Home/work phone	<input type="text"/>	Mobile	<input type="text"/>
Preferred phone for contact:	<input type="radio"/> Home/work or	<input type="radio"/> Mobile	
Email	<input type="text"/>		

Residential address

Street	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post code	<input type="text"/>
Country	<input type="text"/>				

Postal address

Same as above

Street

Suburb State Post code

Country

EMERGENCY CONTACT DETAILS

Please provide the details of a family member or friend that can be contacted in case of emergency

Name Relationship to you

Telephone & email

Home Work

Mobile Other

Email

DETAILS OF CURRENT ACADEMIC STUDIES

Are you enrolling in this course for degree purposes? Yes No

Name of your University

Student number

Name of your Degree

Year of your degree (e.g. Third year)

Will this be your final unit of study prior to Graduation? Yes No

ENROLMENT DETAILS

How are you currently enrolled?

- local undergraduate HECS student
- local undergraduate full-fee student
- international undergraduate student
- local postgraduate student
- international postgraduate student

Do you wish to apply for FEE-HELP to defer payment of your tuition fee? Yes No

(Please note that this option is only available to Australian Citizens)

Which unit of study do you wish to enrol in?

- LAWS3478 (6 UG credit points)
- LAWS5178 (6 JD credit points)
- LAWS6973 (6 PG credit points)
- LAWS6974 (12 PG credit points)

PASSPORT DETAILS

Nationality	Passport number	Date of Issue	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are not an Australian Citizen, please specify what type of Australian visa you have (e.g. Permanent resident, Student visa)

Date of issue of Australian visa	Expiry date
<input type="text"/>	<input type="text"/>

ACCOMMODATION /DISABILITIES/SPECIAL NEEDS

Accommodation is provided on a twin-share basis. If you are accepted into the Field School, you may be able to nominate a preferred room-mate and will be asked about this in due course.

Please specify any dietary requirements, special needs or disabilities you may have:

SUPPORTING DOCUMENTATION

Current University of Sydney students need to supply the following documentation at the time of application:

- A photocopy of your passport. This does not need to be certified.
- A current academic transcript. This does not need to be certified.

Cross-institutional students (i.e. those students from universities other than the University of Sydney) must supply the following documentation at the time of application:

- A certified copy of your passport. International students please also include a certified copy of the page containing your Australian visa;
- A permission letter from your University (original to be submitted). This must state that you have been given permission to enrol in the Field School on a cross-institutional basis and include the amount of credit you will be granted upon successful completion of the unit;
- A current academic transcript (original or certified copy). This applies to undergraduate cross-institutional students only.

Cross-institutional students please note that faxed or emailed copies of certified documents are not acceptable. Please submit hard copies of these documents, together with your application form. If you submit an original academic transcript, this will be returned to you by mail once your application has been processed. Documents must be certified by a Justice of the Peace or Faculty staff from your home institution only.

All students (University of Sydney and Cross-institutional) need to supply

- A current curriculum vitae; and
- A 300 word (max) statement as to why you wish to attend the Field School.

CONDITIONS OF ENROLMENT

Units of study and arrangements for these, including staff allocated, as stated in any publication, announcement or advice of the University are an expression of intent only and are not to be taken as a firm offer or undertaking. The University reserves the right to discontinue or vary such units, arrangements or staff at any time without notice. The University reserves the right to cancel your enrolment in the following circumstances:

1. Provision of false or misleading information;
2. Failure to pay outstanding loans, fines and/or fees;
3. Payment by a cheque which is dishonoured or by a credit card authorisation which your credit provider refuses to pay.

Students are advised not to make travel bookings until official notification of acceptance into the Field School program by the Sydney Law School has been received. All students must obtain travel insurance to cover illness and cancellation of fares in the event that the course is cancelled. The University of Sydney will not pay any amounts in respect of travel or other costs incurred by a student in the event that the course is cancelled at any time or if the student is unable to obtain a Nepalese visa or if for any reason a student is unable or decides not to participate in the course.

You will be formally enrolled in this unit by the Field School, once your application has been accepted and all fees paid. You cannot enrol yourself online in this unit.

REFUND POLICY

1. In the event that the Field School is cancelled, students will receive a 100% refund of tuition fees and in-country expenses. Please note that the Field School will only be offered if there is a minimum of 20 students enrolled.
2. Upon acceptance students pay a deposit of \$500 which will only be refunded in the event that the Field School is cancelled.
3. Students who withdraw from the Field School prior to 5pm on Friday 25 November 2011 will receive a full refund of any tuition fees and in-country expenses paid, less the \$500 deposit.
4. Students who withdraw from the Field School between 26 November 2011 and prior to 5pm on Friday 9 December 2011 will receive a full refund of tuition fees paid and 60% of their in-country expenses.
5. Students who withdraw from the Field School between 10 December 2011 and prior to 5pm on Friday 16 December 2011 will receive a full refund of tuition fees paid and 50% of their in-country expenses.
6. Students who withdraw from the Field School after 5pm on 16 December 2011 and before the census date will receive a full refund of tuition fees paid and no refund of their in-country expenses.
7. 100% tuition fee liability or FEE-HELP debt will be incurred after the census date. No refund of either tuition fees or in-country expenses is payable for unit of study withdrawals received after this date.

The Faculty of Law requests that candidates intending to withdraw from the Field School do so no later than Friday 16 December 2011.

Please note that applications to withdraw from Field School must be received in writing and lodged with the Field School office or the information counter on Level 3 of the new Law School building by the relevant date.

STUDENT DECLARATION

I have read and accept the conditions of enrolment and the refund policy associated with the Himalayan Field School program. I declare that the information provided is correct and complete, and I understand that the University of Sydney may obtain official records from any university or tertiary institution previously attended by me. I understand that the University reserves the right to vary or reverse any decision made with regards to this application on the basis of incorrect or incomplete information.

Signed

Date

Please agree by placing a tick in box

- I have attached all relevant supporting documentation
- I have signed and dated the Student Declaration
- I will notify the Field School office of any change in my contact details
- I will notify the Field School office of my international travel arrangements

SUBMISSION OF APPLICATION

Please submit this form and all relevant supporting documentation by **Monday 22 August 2011**.

Applications should be lodged with the information counter on Level 3 of the new Law School building, or sent to:

Himalayan Field School
Sydney Centre for International Law
Sydney Law School
Faculty of Law F10
The University of Sydney NSW 2006

If you require further information, please contact:

Amber Colhoun
Administrative Coordinator
Tel: +61 2 9351 0460
Email: law.nepal@sydney.edu.au

or visit the Field School website at: <http://sydney.edu.au/law/scil/fieldschool/>

DEPOSITS and PAYMENT OF FEES

Applicants will be notified of the outcome of your application at the latest by Monday 12 September 2011.

Successful applicants will be notified by email and must pay a **deposit of AUD 500 by Monday 19 September 2011**.

Deposit payments can be made by credit card (MasterCard or VISA only) or by cheque made payable to the University of Sydney. Details of how to pay your deposit will be provided in email if you are successful in receiving a place in the Field School.

The balance of the in-Nepal expenses must be paid by Monday 10 October 2011.

The full tuition fee (or *Request for FEE-HELP Assistance* form) must be received by Monday 10 October 2011 for all undergraduate students.

Postgraduate students are required to pay tuition fees as soon as they have been formally enrolled in the unit. Postgraduate law students are advised to contact postgraduate student administration on +61 2 9351 0347 or at law.postgrad@sydney.edu.au for further information.

CHECKLIST FOR STUDENTS:

1. Lodge application form by 22 August 2011
2. Pay deposit by 19 September 2011
3. Enrol in Field School unit with Sydney Law School
4. Pay tuition fees and balance of in-country fee by Monday 10 October 2011
5. Buy travel insurance and provide proof to law.nepal@sydney.edu.au
6. Book and purchase flights to and from Kathmandu
7. Obtain any necessary vaccinations and read DFAT travel advice for Nepal
8. Arrive in Kathmandu no later than 15 January 2012