



Murdoch
UNIVERSITY

Australia Awards

Student Return
Home Checklist

murdoch.edu.au



Your scholarship and your Visa

Your scholarship will be finalised on the date your results are released. You will receive your contribution to living allowance for five days after this date. See below for provisions from the Australia Awards Scholarship Policy Handbook detailing this:

17.1. Finalisation of studies

17.1.1. The finalisation of studies occurs on the scholarship end date.

17.1.2. The scholarship end date is defined differently for coursework and research awardees:

i.) coursework awardees: either the date advised by the institution that examination results are released, or the date the awardee departs Australia, whichever comes first.

ii.) research awardees: either the date the awardee submits their thesis/research work for external examination prior to their scholarship end date, or the date the awardee departs Australia if they are submitting their thesis from home, whichever comes first.



Your going home checklist

Below is a checklist of items to consider when organising university administrative matters, as well personal matters such as accommodation and bank accounts. It is intended as a guide only and is a useful starting point when preparing to leave.

Personal Business

Telephone

Ask your provider to disconnect your home telephone at least one week before your departure. This allows time for the telephone company to estimate the final account and for you to pay or receive the refund of the connection fee before you leave.

Mobile Phone

Read through your agreement and follow the steps for terminating or transferring your mobile phone account. If you have any doubts (or have misplaced your agreement) contact your mobile phone provider.

Utilities

Advise the companies - Synergy (electricity) Water Corporation and Alinta Energy (natural gas) at least a week before departure so the metre can be read to assess the charges. The final account or refund will be sent by cheque to your address in your home country. Websites for these companies are below:

Synergy Energy: www.synergy.net.au

Alinta Gas: <https://alintaenergy.com.au/wa/home>

Water Corporation: www.watercorporation.com.au

Accommodation

- If renting a unit or house, make sure you give your landlord or agent advance notice (in writing) of your intended departure date (check your lease for length of notice - this is usually four weeks).
- It is your responsibility to clean your house. As soon as possible (and at the latest within 14 days) after the conclusion of your tenancy, the lessor/property manager must conduct a final inspection of the premises.

- To organise for your Bond to be refunded, you and your Landlord must complete a 'Joint Application for Disposal of Security Bond' Form', available via: <https://www.commerce.wa.gov.au/consumer-protection/releasing-or-claiming-bond-bond-disposal> (It is your Landlord's responsibility to initiate this process).
- Detailed information about renting a property can be found in the Department of Commerce's 'Renting a home in Western Australia: a tenant's guide', available via: <https://www.commerce.wa.gov.au/sites/default/files/atoms/files/tenantsguide.pdf>

Also - be sure to hand in keys to you Landlord / Agent

Mail

Apply at a Post Office to have your mail redirected to your home address. Visit Australia Post for more information: <http://auspost.com.au/parcels-mail/redirecting-holding-mail.html>

Banking

- Decide whether and when you wish to close your accounts. Keep in mind that account fees may become payable on accounts if you're no longer a student.
- Advise the bank of your change of address.

Tax

Finalise your tax return and submit. Employers will be issuing Payment Summaries (your income statements) in early July. Obtain a Tax Pack and complete your return. Assistance is available through the Guild. <http://www.ato.gov.au/>

Medical

- Make sure that you have no outstanding medical claims.
- If you have important medical records in Australia that you wish to take home or have transferred to your doctor in your home country, speak to the doctor in Australia who treated you.
- You may be eligible for a refund of the unused portion of your OSHC (family cover only). If so, please visit the Student Centre and pick up a 'Request for Refund' form or apply
- online at www.oshcworldcare.com.au

Your going home checklist

What to do with unwanted items

- Household items can be donated or sold to other students. Contact the Guild for advertising on campus notice boards.
- Unwanted text books/equipment can be sold on campus through the Guild Second-hand Bookshop.

Transport home of personal equipment, luggage, etc.

- If you are taking/sending home equipment like computers or other goods, check on regulations regarding packaging and transportation from your carrier as different organisations have different regulations.
- Compare prices of shipping companies, air and sea mail, airfreight and unaccompanied baggage. Decide whether you really need all of your baggage the day after you arrive or can wait to receive it by slower, cheaper shipping routes.
- Compare delivery times and insurance coverage for lost or damaged goods.
- Check with airlines on excess baggage costs.
- Sending items home by sea freight is generally the cheapest option, particularly if you're part of a group sending items to the same location. Costs can be lowered by sharing a sea container

ON CAMPUS

University Accounts

- Finalise all outstanding accounts. You will not be awarded your degree/diploma until all outstanding money has been paid (e.g. loans, library fines, thesis binding, parking fines).
- Return borrowed items to the Library or the people you borrowed them from. Pay any library fines if you have some.
- Finish all outstanding work and hand it in.

Address in your home country

Inform the University of your home address including your email address and the date from which it will be effective. Log on to MyInfo and make the changes.

You may also wish to leave your home address with;

- Your Program Chair / Supervisor
- Friends or contacts (for forwarding mail)
- Any journals you may be subscribing to
- The Alumni Office

Academic Results

Check these via 'My Info' via the 'current students' tab on Murdoch University's website: www.murdoch.edu.au

Follow up with the Graduate Office for thesis results if applicable. Their website is available via: <http://our.murdoch.edu.au/Research-and-Innovation/Contact-us/Graduate-research/>

Complete the transcript request online via: <http://transcripts.murdoch.edu.au/>

RETURNING HOME

- Finalise travel arrangements and any visas you may require.
- Tell people at home your arrival date, time and travel details.
- Tell people here when you are leaving.
- Ensure that you have sufficient money for any last minute expenses including airport taxes. (Australia Awards will not pay for excess luggage costs)
- Make contact with your POST back home
- Organise transport to the airport. Aim to arrive at least 2 hours before departure.
- Plan a reunion with fellow graduating students when you arrive home! Contact the Alumni Office for details of Alumni Chapters in your home country.

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