

**EMORY & HENRY COLLEGE
OFFICE OF INTERNATIONAL EDUCATION
STUDY ABROAD POLICY FOR SEMESTER, YEAR, AND SUMMER PROGRAMS**

All applicants for study abroad and experiential trips are asked to review and sign the following statement, which constitutes conditions for participation in all Emory & Henry College International programs.

1. I understand and agree that as a participant in an Emory & Henry College International Program, I am bound by the Emory & Henry College Honor Code and student handbook. I further understand that if I am attending a foreign university or college as part of an Emory & Henry College exchange, I am also subject to the conduct regulations of that institution. I agree to conduct myself with dignity, maturity, and respect for the place I am visiting as well as for Emory & Henry College, which I represent.
2. I understand that I am subject to the laws of the host country and agree to abide by those laws. It is further understood that Emory & Henry College may be limited in its ability to provide assistance in the event of arrest and may also institute disciplinary proceedings.
3. I will attend pre-departure orientation sessions and listen carefully to what is expected of me.
4. I understand that I must obtain approval for transfer credit BEFORE my departure by using the application for approval of transfer credit form provided by the CSA office. To receive transfer credit, I must earn at least a C (2.0) or equivalent in the course completed at the host institution.
5. If I do not participate fully in the pre-departure sessions, I understand that I will not be able to take part in the study abroad experience. I also understand that if I do not meet these requirements and my participation is terminated, I may lose any non-refundable money that has been spent to pay for deposits or program fees.
6. I agree to participate fully in all portions of the program and agree that any deviation I will make from the program design must be approved in advance in writing by the Director of International Education and/or the exchange liaison.
7. I agree that the Director of International Education, upon the direction of the exchange liaison, may terminate my participation in the program if
 - a. I engage in actions that endanger myself or others and/or
 - b. My conduct is considered to be detrimental or incompatible with the best interest and welfare of the program.I further agree that if expelled from the program, I will be responsible for all expenses incurred in returning to the United States.
8. Participants are expected to comply with regulations established by their home universities and the host institution. International resident staff may establish additional requirements that are essential to the students' achievement of their educational goals or to continuing good relations with the Host University or community. Resident staff may dismiss from the program any student who does not comply with the relevant regulations and requirements. The Resident Director will warn participants if they are not acting in compliance with program regulations. Participants are expected to take responsibility for changing their behavior or risk early dismissal and consequent loss of time, money, and academic credit. Program fee refunds are not granted to students who are dismissed from their programs.
9. I am aware of the nature and the cost of the program and will guarantee that all financial obligations will be met. I understand that I will *pay full-time E&H tuition as well as the room and board fees of my host institution*. I am responsible for all additional expenses (ie. airfare, meals not provided by my program, passport, visa, spending money, transportation, etc.)

I understand that Emory & Henry College reserves the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. Emory & Henry College also reserves the right to make changes to the program or alterations in the program's proposed schedule and itinerary. I further understand that should the program--or any portion of the program--be canceled, Emory & Henry College shall have no responsibility beyond the refund of all deposits made and monies paid to Emory & Henry College by participants. Minor alterations will not result in a loss of funds.

10. **Withdrawal from Fall and Spring Semester Programs**

Withdrawal before the advertised program starting date: If written notification of withdrawal or deferral of confirmed participant is received by CIEE (OR OTHER ACTING ORGANIZATION) more than 30 days prior to the advertised program starting date for EACH semester (please see Note 4 below), all fees minus the \$30 application fee and the non-refundable Participation Confirmation payment will be refunded. If a student applied to study through a School of Record, and withdraws/defers after confirming his/her place in the program, the \$340 School of Record fee is also non-refundable. (In cases where payment has not yet been received by CIEE (OR OTHER ACTING ORGANIZATION), the Participation Confirmation fee, in addition to any applicable School of Record fees, will be due.)

If written notification of withdrawal or deferral of a confirmed participant is received by CIEE (OR OTHER ACTING ORGANIZATION) less than 30 days prior to the advertised program starting date for EACH semester, 75% of the program fees will be refunded. (In cases where payment has not yet been received by CIEE (OR OTHER ACTING ORGANIZATION), 25% of the program fee, in addition to any applicable School of Record fees, will be due.) Requests for program deferral to a different semester are only accepted up until the advertised program starting date for EACH semester.

In the case of program participation deferral for a confirmed participant, the non-refundable Participation Confirmation payment, any applicable School of Record fees, and 25% of program fee (if request is received less than 30 days from the start of the program) must be paid for that term, but may be applied towards future participation on this or another CIEE (OR OTHER ACTING ORGANIZATION) Study Center program within the next 12 months. All confirmed participants who defer acceptance to a program will be sent a CIEE (OR OTHER ACTING ORGANIZATION) Program Deferral Credit Form. This form outlines the amount paid by the participant toward his/her initial program, and must be returned to CIEE (OR OTHER ACTING ORGANIZATION) when the participant is ready to confirm participation in the program for the new term in order to receive the program deferral payment credit. In order to be valid, the CIEE (OR OTHER ACTING ORGANIZATION) Program Deferral Credit Form must be returned with the Participant Contract and Confirmation form no later than two weeks after the advertised application deadline for the term of reactivation, and the student's previous account balance must be zero (as of the official application deadline for the new term).

Withdrawal on or after the advertised program starting date for EACH semester

If written notification of withdrawal for a confirmed participant is received by CIEE (OR OTHER ACTING ORGANIZATION) on or after the advertised program starting date for any given semester, the following refund policy for partial attendance applies: (Please note that the \$30 application fee, applicable School of Record fees, and the Participation Confirmation payment are non-refundable and refunds are calculated on the program fee less the confirmation payment.)

- a. Withdrawal on or up to 14 days after the advertised program start – 50% refund
- b. Withdrawal after day 14 but before day 28 of the advertised program start – 25% refund
- c. Withdrawal at any time after (and including) day 28 calculated from the advertised program start date – no refund

11. I understand that Emory & Henry College and CIEE (OR OTHER ACTING ORGANIZATION) reserve the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. Emory & Henry College and CIEE (OR OTHER ACTING ORGANIZATION) also reserve the right to make changes to the program or alterations in the program's proposed schedule and itinerary. I further understand that should the program, or any portion of the program, be canceled, Emory & Henry College shall have no responsibility beyond the refund of all deposits made and monies paid to Emory & Henry College by participants. In the unlikely event that a program is canceled prior to the start of the program (due to low enrollment or any other reason), CIEE (OR OTHER ACTING ORGANIZATION) will refund all payments received but will have no further liability to the participant.

12. If an emergency requires that a program be canceled following the program start date and prior to the end of an academic term, CIEE (OR OTHER ACTING ORGANIZATION) will make reasonable efforts to make alternative arrangements in order to allow students to complete their academic work. If alternative arrangements cannot be made, CIEE (OR OTHER ACTING ORGANIZATION) will make reasonable efforts to collect documentation of student work completed to date. CIEE (OR OTHER ACTING ORGANIZATION) will share this information with the home institutions of students enrolled in the program so the home institution will be able to decide whether to grant their students full or partial credit for work completed.

13. By signing my name below, I demonstrate that I have read and understood the conditions governing my participation in Emory & Henry College International Programming. I further understand the possible actions that will be taken should I act in a manner that is inconsistent with these conditions.

Signature of Student: _____ Witness: _____

Printed Name: _____ Date: _____

SIGNATURE OF PARENT(S) OR GUARDIAN(S) REQUIRED IF UNDER THE AGE OF 18

Signature of Parent/Guardian: _____ Witness: _____

Printed Name: _____ Date: _____

Signature of Parent/Guardian: _____ Witness: _____

Printed Name: _____ Date: _____