Emory & Henry College
Policy Agreement
for Summer and Semester Study Abroad Programs

Program Information
Name: ________________________________________________________________
Host University: ______________________________________________________ Location: _________________________________________________
Academic Period: _____________________________________________________ Provider: ________________________________________________

Program Policy Agreement

By accepting a place in this study abroad program, the undersigned understands that being over the age of 18 and of legal majority, she or he accepts full responsibility for her or his choices, decisions, and behavior during the program. By initialing beside each point and signing below, the undersigned agrees to the following:

______ 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.

______ 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.

______ I will attend pre-departure orientation sessions and listen carefully to what is expected of me.

______ 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.

______ 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.

______ 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 or the Program Provider.

______ I agree that the Director of International Education, upon the direction of the Program Provider, may terminate my participation in the program if
  • I engage in actions that endanger myself or others and/or
  • 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.

______ 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.
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 (i.e. airfare, meals not provided by my program, passport, visa, spending money, transportation, etc.)

I understand that in the event I withdraw from the program offered by the Program Provider at any time before the completion of the specific academic term, I agree to and willingly abide by the cancellation policy of the program. Additionally, if the program fee that E&H has paid and is non-refundable, I, the student, will not receive a refund.

I understand that Emory & Henry College and the Program Provider reserve the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. Emory & Henry College and Program Provider 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), Program Provider will refund all payments received but will have no further liability to the participant.

If an emergency requires that a program be canceled following the program start date and prior to the end of an academic term, the Program Provider will make reasonable efforts to make alternative arrangements in order to allow students to complete their academic work. If alternative arrangements cannot be made, Program Provider will make reasonable efforts to collect documentation of student work completed to date. Program Provider 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.

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. In consideration of being afforded this opportunity to participate in this study abroad program, I, for myself, my heirs, successors or assigns, hereby release and hold harmless Emory & Henry College, its Board of Trustees and individual Trustees, agents, servants, and employees, course advisors/sponsors/directors, including Emory & Henry’s Office of International Education, from any and all claims, demands, causes of injury, for property damage, physical injury or death arising out of my participation in the program, including damages, injury, or death arising from the negligence of the aforesaid parties. I am knowledgeable of the possible dangers in foreign travel in the study abroad program, such as: terrorism, hijacking, kidnapping, or death. I, for myself, my heirs, successors or assigns, hereby assume any and all risks attendant to the study abroad program described herein.

Printed Name: ___________________________ Date: ___________________________

Signature of Student: ___________________________

Signature, Director of International Education: ___________________________

Updated: 3/2014