

# CARLOW UNIVERSITY STUDY ABROAD CONTRACT

*This Study Abroad Contract is the legal binding document that will guide and inform Carlow University students concerning certain required policies and procedures regarding study abroad.*

## I. CONDITIONS FOR ENROLLMENT:

The undersigned is a student duly enrolled in a Carlow University-developed Study Abroad Program or a Carlow University approved Study Abroad Program for which credit shall be granted upon successful completion of the program. The undersigned understands that she or he must deliver to the Carlow International Student Center an executed copy of the Study Abroad Contract prior to the start of a Study Abroad Program and before leaving the Carlow campus.

**A. Behavioral Responsibilities:** The undersigned is aware of the expected behavioral responsibility while participating in this program. As a guest in a foreign country, there are certain behaviors which are considered unacceptable and could lead to possible disruption of the program. The undersigned hereby assures the University that she or he shall conduct herself or himself in an appropriate manner which does not infringe upon the customs and mores of the country in which the program is being conducted, nor upon the rights and safety of the undersigned and of other participants of the program. Behavioral responsibilities shall be applicable during the course of the program both when in the company of other program participants and when the undersigned is physically separated from other program participants. In addition, the undersigned must adhere to all policies outlined in the *Carlow Student Handbook*. Inappropriate behavior is cause for dismissal from the program without refund.

**Illegal Drugs:** The undersigned understands that the use or possession of illegal drugs during the program or being knowingly present in instances of use or possession of illegal drugs during the program is cause for immediate dismissal from the program without refund.

**Involuntary withdrawal:** The undersigned acknowledges that return passage and all other expenses occasioned by a participant's involuntary withdrawal from the program shall be the sole and exclusive financial responsibility of the student concerned.

**B. Academic Responsibilities:** The undersigned agrees to the following policies and procedures relative to academic matters.

**Class Attendance:** Students enrolled in a study abroad program are required to attend all regularly scheduled classes, field trips and other group activities.

**Course Registration:** For study abroad programs not developed by Carlow, sponsoring institutions and organizations will assume responsibility for registering the student at the host institutions for credit. Students will also register at Carlow, without cost, for the period in which they will be abroad. Registration at Carlow is accomplished through the International Student Center.

**Course Grades:** Grades for Carlow developed programs (Carlow in Peru, Ireland, etc.) are awarded by the course instructors on the basis of their evaluation of the student's scholastic achievement. Letter grades (A, A-, B+, etc.) will be recorded on the student's transcript. Grades for participants in programs sponsored by other approved institutions will be accepted from the sponsoring institution, on a pre-approved basis as stipulated on the *Permission to Study Abroad Form* (See K. below).

**Prerequisites:** To ensure adequate preparation for the courses offered abroad, all prerequisites must be completed successfully prior to departure for the foreign study location. Failure to complete all prerequisites successfully will result in the denial of the student's participation in the study abroad program.

**C. Financial Responsibility:** The undersigned agrees to the following policies and procedures regarding financial responsibility:

**Application Fee:** Students must pay any applicable fees required by Carlow or other sponsoring institutions and organizations.

**Cancellation Policy:** If a student withdraws from a Carlow-developed program within two months prior to the start of the program, the student agrees to pay a fee as specified in the program information.

**Deposit Policy:** Upon acceptance to a Carlow-developed study abroad program, the student will be required to submit to the International Student Center a non-refundable deposit as specified in the program information. (Check or money order payable to Carlow College) within 14 days of acceptance in the program. Students must be registered for the Carlow-developed program before the start of the program and pay the bill by the dates specified on the bill from Student Accounts. Failure to do so will preclude participation in the program.

**Program Fees:** Students enrolled in Carlow-developed programs are responsible for the applicable program fee, which may include tuition, room and board, and other expenses as outlined in the program information. Students enrolled in programs from other sponsoring institutions or organizations are similarly responsible for all mandatory fees as established by such institutions or organizations.

**D. Medical Responsibility:** The undersigned acknowledges that there are certain risks inherent in international travel and that Carlow University cannot assume responsibility for the provision of medical services to its students or the payments thereof. The undersigned is expected to have consulted with a medical doctor, as she/he may have deemed necessary, with regards to any individual medical issues or needs. Further, the undersigned is aware that the University cannot be responsible for attending to any of the medical needs of the undersigned.

The undersigned is aware that, should she or he be required to be hospitalized while in a foreign country or in the United States during the program, the University cannot and does not assume legal responsibility for payment of such costs; rather, the undersigned hereby assures the University that she or he has assumed all risk and responsibility therefor and that the undersigned has adequate insurance to meet any and all needs for payment of hospital costs during the course of the study abroad program.

**E. Health Insurance:** The undersigned understands that all Study Abroad participants are required to maintain sufficient health, accident, disability and hospitalization insurance while participating in this program. The International Student Center requires participants to purchase an *International Student Identity Card (ISIC)* as a minimum coverage. Carlow University shall not assume responsibility for student medical expenses. Participants in programs through sponsoring institutions and organization may be required to enroll in a specific insurance plan designated by the institution or organization.

**F. Consent to Emergency Medical Treatment:** The undersigned, if participating in a Carlow-developed program, acknowledges that on rare occasions an emergency may develop which necessitates the administration of medical care, hospitalization or surgery. Therefore, in event of injury or illness to myself (my daughter/son) necessitating emergency medical care, I hereby authorize the Carlow University and its authorized representative(s) or agent(s) in charge of the study abroad program, to secure any necessary treatment deemed appropriate, including the administration of anesthetics and surgery.

**G. Students with Disabilities:** The undersigned acknowledges that the absence in some countries of laws mandating equal access for individuals with disabilities affect their ability to provide accommodations in certain locations. Disclosure of the disability to the Carlow International Student Center will ensure that every effort is made to prepare the undersigned for limitations to access in certain locations and for requesting accommodations for a disclosed disability.

**H. Release from Liability:** The undersigned agrees that Carlow University, its officers, employees, agents and representatives shall not be liable for any claims, demands, liabilities, costs, or causes of action based upon or arising out of any illness or injury (including death) or property loss or damage, deviation, delay or curtailment, however caused, which I (my daughter/son) may suffer in connection with enrollment or participation in any study abroad program.

**I. Indemnification:** The undersigned shall indemnify and hold harmless Carlow University, its officers, employees, agents and representatives from any and all claims, demands, liabilities, costs, and causes of action and all expenses incidental thereto (including reasonable attorneys' fees), based upon or arising out of any personal injury (including death), property damage or loss caused by or resulting from my (my daughter's or son's) acts or omissions during enrollment in any study abroad program.

**J. Program cancellation and withdrawal:** The undersigned understands that Carlow University reserves the right to cancel any program without notice, in which event all moneys paid will be refunded in full. Carlow University also reserves the right to decline any application.

**K. Permission Form:** To ensure that all preparations are successfully completed before the student's time of departure, a *Permission to Study Abroad Form* will be given to the student to fill out and return to the International Student Center. The form will be in effect when signed by both the Director of the International Student Center and the Provost. The undersigned agrees to complete and comply with the terms of this form.

**L. Orientation:** A pre departure orientation program will be conducted during the semester immediately prior to participation in Carlow-developed study abroad programs. The undersigned agrees to attend this orientation program.

**M. Living Arrangements:** The undersigned acknowledges that housing accommodations vary from one location to another. Because of the nature of the actual arrangements with institutions and organizations abroad, students may not be free to make their own private arrangements. Students accepted for enrollment in Carlow- developed programs agree to accept the housing provided in the host country, whether it be in a university dormitory, and apartment or with a private family. Every effort will be made to accommodate the student=s preference, but this can be done only within the limits of the available housing.

**N. Travel:** Study abroad programs at Carlow are not travel tours. While travel during free time can be quite educational in itself, the University does not grant academic credit for travel. The Study Abroad programs, whether in classroom, internship, or service-learning settings, are strictly academic in nature, and students in study abroad programs must expect to invest at least the same amount of time and effort as would be required at home for academic experiences at the same level. Travel or weekends and holidays must not conflict with the regular class or program schedule; students are responsible for making travel plans that will permit them to attend all regularly scheduled classes, activities and field trips.

**O. This Agreement** shall be governed by the laws of the Commonwealth of Pennsylvania, and any dispute relating to this Agreement shall be brought and adjudicated in state or federal court in Allegheny County, Pennsylvania.

**P. This agreement** represents the entire understanding of the parties with regard to the subject matter, and may not be modified or amended except by written agreement of both of the parties.

# CARLOW UNIVERSITY STUDY ABROAD CONTRACT

## II. MEMORANDUM OF UNDERSTANDING:

I hereby agree to comply with the terms of the *Conditions for Enrollment, Memorandum of the Understanding and Permission to Study Abroad Form*, copies of which are attached hereto and incorporated herein by this reference. I certify that I have read these forms, understand the provisions thereof and agree to be bound hereby.

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Today=s Date

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Dates of Program

*\*If student participant is under the age of 21, the signature of a parent or guardian is required below.*

\_\_\_\_\_  
Name of Parent or Guardian (Please Print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Today=s Date

**1) Original executed document (page 5) must be submitted to the International Student Center, 304 Aquinas, prior to departure for the intended program. Faxed copies will not be accepted.**

**2) Make a copy of page 5 for your reference while participating in the program. Pages 1-4 are for you to keep and they do not need to be submitted to the International Student Center.**