



# The Citadel

## Office of International Studies Summer/Maymester Study Abroad Contract

*This Study Abroad Contract will guide and inform Citadel students of certain required policies and procedures regarding study abroad.*

### Conditions of Participation

The undersigned is a student duly enrolled in a Citadel Summer Program or a Citadel Maymester Program for which academic credit shall be granted upon successful completion of the program. The undersigned understands that he or she must deliver to the Office of International Studies an executed copy of the *Study Abroad Contract* prior to the start of any of these study abroad programs.

**A. Behavioral Responsibilities:** The undersigned is aware of the standards of conduct expected of all participants in Citadel study abroad programs. 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 Citadel that he/she shall conduct himself/herself in an appropriate manner which does not infringe upon the rights and safety of the undersigned and/or other participants in the program. Standards of conduct 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

**Inappropriate Behavior:** The undersigned acknowledges that the program advisors have the authority to dismiss from the program a participant who engages in inappropriate behavior. In such cases, the student is not entitled to a 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.

**Required GPA:** The Citadel Summer and Maymester Programs require a minimum cumulative grade point average of 2.0 for participation in their programs.

- Any exception to this policy will need to be made in writing and submitted for approval to the Dean of Undergraduate Studies.

**Prerequisites:** To insure adequate preparation for the courses offered abroad, The Citadel requires that all prerequisites must be successfully completed 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.

- A grade of "C" or better in the designated pre-requisite courses is required for each Citadel Summer and Maymester Program.

**Class Attendance:** Students enrolled in a study abroad program are required to attend all regularly scheduled classes and fieldtrips.

**Course Registration:** The host institution will assume responsibility for registering the student for credit courses at the host institution. Registration at The Citadel is accomplished via the Citadel Summer and Maymester program Application and Registration Form obtained from the program advisor designated by each study abroad program. It shall be the student's responsibility to complete and return these forms to the program advisor for processing..

**Grades:** Grades for Citadel Summer and Maymester Programs (Spain, France, Germany, Ecuador) are awarded by the course instructors on the basis of their evaluation of the student's scholastic achievement. Letter grades (A, B, C, D, and F) will be recorded on the student's transcript.

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

**Application Fee:** There is no application fee for students applying to The Citadel Summer or Maymester Programs.

**Deposit Deadlines:** Students participating in The Citadel Summer and Maymester Programs will be responsible for meeting the deposit deadline set by each program advisor. Failure to do so will result in the student not being allowed to participate in the program of his/her choice.

**Payment:** Students participating in The Citadel Summer and Maymester Programs will make payments according to the schedule set by the advisor of each program. All payments will be made to the Citadel's Treasurer's Office. Upon payment in full, the Treasurer's office will issue the student a receipt of payment. This receipt will need to be presented to the program advisor before the registration process can be completed.

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

The undersigned is aware that, should he/she be required to be hospitalized while in a foreign country or in the United States during the program, The Citadel cannot and does not assume legal responsibility for payment of costs incurred; rather the undersigned hereby assures The Citadel that he/she has assumed all risk and responsibility 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.

**Health Insurance:** The undersigned understands that all study abroad program participants are required to maintain sufficient health, accident, disability and hospitalization insurance while participating in a study abroad program.

- The Citadel requires all students participating in Citadel Summer or Maymester programs to be covered under the *Citadel Study Abroad Insurance*. The cost of this insurance is automatically added into the total cost of the study abroad program.

**Prescription Medications:** Program participants who require special medications, should consult their doctor about their plans to study abroad. Refills of the medications or prescriptions (for glasses and medication) should be included when packing in case of an emergency.

**Health Problems:** It is important that program participants inform the study abroad program advisor of any special needs or existing health problems that might limit their activities during the

course of the program or require special medical treatment. This is to insure that all precautions are taken to protect each participant and create a safe study abroad experience.

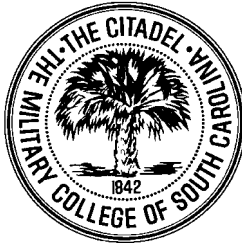
**E. Program Responsibilities:** The undersigned agrees to the following policies and procedures regarding Program Responsibility.

**Approval Forms:** The undersigned agrees to complete and return the following forms: *Study Abroad Application, Study Abroad Contract, and Liability Waiver* to The Office of International Studies by a specified deadline.

**Orientation:** The undersigned also understands that those students participating in The Citadel Summer and Maymester programs will also be required to attend a pre-departure orientation as well as any informational meetings designated by the advisor of each program. The undersigned agrees to attend this orientation.

**Living Arrangements:** The undersigned acknowledges that housing accommodations vary from one location to another. Students accepted for enrollment in The Citadel Summer and Maymester programs agree to accept the housing provided by the host institution, whether it be in a university dormitory, apartment or with a private family.

**Cancellation Policy:** The undersigned understands that The Citadel reserves the right to cancel Citadel Summer and Maymester Programs due to insufficient participation. The Citadel also reserves the right to make changes or other alterations in the proposed program schedules and the undersigned agrees in advance to accept such changes and cancellations. The undersigned further understands that in the event a program or any portion thereof is cancelled, The Citadel shall have no responsibility beyond the refund of all deposits made and monies paid to The Citadel by participants. Minor alterations that do not affect credit conferred will not result in refunds.



# **The Citadel**

Office of International Studies

## Summer/Maymester Study Abroad Contract

I hereby agree to comply with the terms of the *Conditions of Participation*, a copy of which is attached hereto and incorporated herein by this reference. I certify that I have read and understand the provisions thereof and agree to be bound hereby.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Passport Number

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

\_\_\_\_\_  
Date

- *If student participant is under the age of 18, the signature of a parent or guardian is required below.*

I certify that I have read this form, understand the provisions thereof and agree to be bound hereby.

\_\_\_\_\_  
Name of Parent or Guardian (please print)

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

\_\_\_\_\_  
Date