Please **type** this form out in its entirety then print. Please notify the International Initiatives Office of ANY changes immediately. Please use the information that is on your passport or that you intend to use on your passport and airline tickets.

Name of Program: Click or tap here to enter text.

Name and Location of The University you currently attend: Click or tap here to enter text.

First Name: Type name here. Middle Name: Type name here. Last Name: Type name here W#: Type W# here.

Date of Birth: Type date here. City/State of Birth: Type City/State here. CUM. GPA Click or tap here to enter text.  Male  Female

Your current street address: Type street address here. Your current mailing address: Type mailing address here.

City, State, Zip Code Type city, state and Zip Code here City, State, Zip Code Type City, State, Zip Code here.

E-mail Address: Click or tap here to enter text. Cell Phone Number: Click or tap here to enter text. Alternate Phone Number: Click or tap here to enter text. Classification at the time of Application:  Freshman  Sophomore  Junior  Senior  Graduate  Guest/non-degree seeking

Do you have a valid passport?  Yes  No Expiration Date: Click or tap to enter a date. Country of Citizenship: Click or tap here to enter text. Passport #: Click or tap here to enter text.

Emergency Contact Information: Name: Click or tap here to enter text. Relationship: Click or tap here to enter text. Cell Number: Click or tap here to enter text. E-mail: Click or tap here to enter text.

Allergies, special needs, or pertinent medical information: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Please Note:**

**The applicant's cumulative GPA must be a 2.0 at the end of the Fall 2019 semester to remain eligible to attend the Study Abroad program.**

Should the cumulative GPA fall below a 2.0 by the end of Fall 2019, it is the student's responsibility to withdraw before the Study Abroad deadline for a full refund, minus the non-refundable $300 deposit.

If a student does not withdraw from his or her Study Abroad program after falling below the GPA requirements, the student will be held responsible for the program cost of their Study Abroad program, due to payments overseas made in the student's name.

**Important Note:**

\* Program cost does not include airfare, passport, or visa fees, unless otherwise noted under individual program guidelines.

\* Program cost does not include travel delay, interruption, or cancellation insurance.

\* Insurance provided through the International Student Identification Card (ISIC) and/or other agencies is basic insurance and the International Initiatives Office strongly suggests that students obtain a supplementary travel medical insurance policy to include travel delay and trip interruption or cancellation.

\* The International Initiatives Office is not liable for the cost of trips cancelled by the student or not attended due to unforeseen events, illness, neglect, failure to obtain cancellation and interruption insurance, or ineligibility on the part of the student, either before or during the program dates.

\* The International Initiatives Office does not require proof of current immunizations to be submitted to attend Study Abroad programs. However, it is highly recommended that students check the dates on their shot records to make sure that shots are up to date, especially Tetanus. The International Initiatives Office is not responsible for illnesses contracted during trips, and it is up to the student to take reasonable precautions.

**Program & Cost:**

Program: Click or tap here to enter text. Country: Click or tap here to enter text.

Class Number 1: Click or tap here to enter text. Credit  Audit

Class Number 2: Click or tap here to enter text. Credit  Audit

Have you attended a Study Abroad trip with Southeastern before?

Yes  No  If yes, When and Where to? Click or tap here to enter text.

If you have attended a Study Abroad trip with Southeastern before,

please indicate which scholarship(s) you received in the past.

SGA  IGDD  Charles Redman  FLAN  Spanish Club

Phi Kappa Phi  Other: Click or tap here to enter text.  None.

You must be a registered Southeastern Louisiana University student to participate in Study Abroad programs.

If you are not currently registered at Southeastern Louisiana University or you are graduating at the end of the semester before your program, you will need to go to https://www.southeastern.edu/future\_students/apply/index.html to begin the admissions process.

**For Office Use:**

Cost of Program:

-$300 non-refundable deposit: Receipt #:

**Balance** of (First 50%) due on February 13, 2020.

**Balance** of (Remaining 50%) Due on March 12, 2020.

Paid Controller’s Office on: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_, 20\_\_\_\_. Month Day Year

Student initials:

I have read and understand the terms above:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payments, Withdrawals, and Refunds**

**Space Availability on programs and the Non-Refundable $300 Deposit:**

The number of students that can participate in Study Abroad is limited. Early application with payment of your non-refundable deposit is advised. Approval of your

Application to Participate in Study Abroad and acceptance of your $300 non-refundable deposit will reserve your place in your Study Abroad program. This reservation is made with the understanding that you are committed to full payment of program costs and full participation in the program as stipulated in this form, program brochures, handbooks, course syllabi, and other materials.

Submit a deposit of $300 to the Controller's Office (made payable to Southeastern) by Thursday, February 13, 2020. Bring a copy of the receipt with you to the International Initiatives Office. The International Initiatives Office will notify you in writing of your approval to participate, ineligibility to participate, or waiting-list status. Space is limited on Study Abroad programs. If your program choice has reached its limit at the time of application, the $300 non-refundable deposit will reserve your spot on the waiting list and you will be notified.

**50% of the full Program Cost in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is due (after deducting the $300 deposit) at the Controller's Office by 4:30 pm February 13, 2020. Late applications and full balances or the remaining 50% of balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be accepted until 4:30 pm March 12, 2020.**

Documented approved anticipated financial aid and awarded Study Abroad scholarships will be considered payment. In the event that a student's anticipated financial aid becomes unavailable for any reason, including suspension of awards because of withdrawal from the Study Abroad program, the student will be responsible for all Study Abroad fees indicated in this form and other program materials.

**Note:** Students who owe payments to the University will not be eligible to participate in the Study Abroad program until all debts have been cleared, or the Controller's Office certifies that payment arrangements have been made. Students owing non-Study Abroad payments to the University may be deemed ineligible to receive SGA Study Abroad scholarships or other scholarships designated for Study Abroad until all such debts have been cleared, or the Controller's Office certifies that payment arrangements have been made.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Acceptance of your application and non-refundable deposit does NOT mean approval to participate in the Study Abroad programs.**

The International Initiatives Office will notify you in writing of your approval to participate, **ineligibility** to participate, or waiting-list status after you meet with your Faculty Program Coordinator to discuss program requirements, course selection, and other aspects of the program. Approval of your Application to Participate in Study Abroad and acceptance of your $300 non-refundable deposit will reserve your place in your Study Abroad program. This reservation is made with the understanding that you are committed to full payment of program costs and full participation in the program as stipulated in program brochures, handbooks, and course syllabi and other materials.

**Study Abroad program fees may not be viewable on LeoNet until charges are posted at the Controller's Office for the semester the trip will take place.**

**Students will be held responsible for all program payments by the established March 12, 2020 deadline. Students should pay at the Controller's Office and will be able to view their credit balance until charges are assessed to their account. Credit card payments may not be made online for Study Abroad, but should be paid at the Controller's Office.**

**All students approved to participate in Study Abroad will be responsible for full payment of the program cost. This charge will remain in effect *unless* *the student submits to the International Initiatives Office, in writing,* a r*equest for withdrawal from the program before the withdrawal deadline, March 12, 2020.***

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ International Initiatives Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program payments, due dates, and refunds of program fees will be established as described below.

**Please initial next to each stipulation:**

1. **All program payments must be completed by March 12, 2020. Students who have not filed a request for withdrawal in writing by the withdrawal deadline, March 12, 2020, to the International Initiatives Office, will be ineligible for credit in their Study Abroad classes.**

Student Initials: Click or tap here to enter text.

1. **All payments minus the $300 non-refundable deposit made by students deemed ineligible to participate will be refunded. All payments and deposits made by students for programs that are cancelled will be refunded.** Student Initials: Click or tap here to enter text.

1. **Students wishing to withdraw from a Study Abroad program for which they have been approved to participate must do so in writing. Students whose written withdrawal is received in the International Initiatives Office by March 12, 2020, 4:30 PM, will receive full refund of payments made, minus the $300 non-refundable deposit.**

Student Initials: Click or tap here to enter text.

1. **Students are required to book flight arrangements individually unless otherwise noted within the program itinerary or stated by the faculty coordinator. Students are allowed to arrive early and/or leave later at their own discretion and are responsible for all arrangements outside the specified program dates. For any program which includes group air transportation, the program will purchase one round trip ticket per student. If a student wishes to change the date or itinerary of his/her flights, the student is fully responsible for all fees and charges associated with said changes.**

Student Initials:Click or tap here to enter text.

1. **NO refunds will be made for withdrawals received in the International Initiatives Office after March 12, 2020. No refunds will be made for students who withdraw from a program in progress or for students who are scheduled to participate in a program but fail to attend.**

Student Initials: Click or tap here to enter text.

1. **In case of withdrawals, Financial Aid and scholarship awards made to cover Study Abroad costs will be suspended. In the event that a student's anticipated financial aid and/or scholarships become unavailable for any reason, including suspension of awards because of withdrawal from the Study Abroad program or suspension for disciplinary reasons, the student will be responsible for all applicable Study Abroad program fees.**

Student Initials: Click or tap here to enter text.

1. **Cases of documented extenuating circumstances will be considered on a case-by-case basis. The student must submit a formal Request for Review to the International Initiatives Office. The Request for Review must include a letter from the student explaining extenuating circumstances, adequate documentation supporting student's claim (medical records, etc.), and other relevant letters and documents as necessary. Review of circumstances does NOT guarantee a refund of program costs in full or in part.**

Student Initials: Click or tap here to enter text.

1. **Grades will be established in accordance with Faculty evaluation of students' program participation and academic performance. Grade appeals will follow the regular established procedures, starting with an appeal to the course instructor.**

Student Initials: Click or tap here to enter text.

1. **Students applying for study abroad must check their university email regularly. Email will be the primary means of communication from the study abroad office and the professor(s) coordinating the study abroad trips. If students do not check their university e-mail on a regular basis they may miss important information.** Student Initials: Click or tap here to enter text.

**I have read and understand the statements above and have initialed each statement to that effect:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Other Stipulations**

Study Abroad programs are available to registered Southeastern students **18** years of age or older and who are in good academic and disciplinary standing and to responsible persons, **18** years of age or older, who are not registered Southeastern students, but meet a few basic qualifications. These are general minimum requirements. Specific Study Abroad programs may have additional restrictions, requirements, and prerequisites that must be met in order to participate. All persons interested in participating in Study Abroad should contact the International Initiatives Office for assistance.

For full approval to participate after the above stipulations have been met, students must have been approved by the program Faculty Coordinator, completed their full application with payment of a $300 non-refundable deposit, and have turned in the required two reference forms, a course approval form, and pass a general background check through the Office of Student Advocacy and Accountability. Once these items have been approved, students will receive a written acceptance letter from the International Initiatives Office, officially allowing them to attend their chosen Study Abroad trip.

I have read and understand the payment, withdrawal, and refund schedules and stipulations contained in this form. The policies contained in this form have been explained to me by a representative of the International Initiatives Office. I further understand that, if I intend to use Financial Aid as my method of payment for this program, I am fully responsible for payment to this program as outlined above, in the event that my anticipated

Financial Aid becomes unavailable for any reason.

**I hereby affirm that, to the best of my knowledge, all information I provide on this form is complete and accurate. I understand that withholding information requested or giving false information may make me ineligible for enrollment in Southeastern's Study Abroad programs. It is my intention to participate in the Southeastern Louisiana University Study Abroad program as outlined above and in other program materials.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

FOR OFFICE USE ONLY:

Application taken by (International Initiatives Staff name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method application was received:

 Applied in Person  Fax  Representative of Student:

 Mail  Email Attachment Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PH#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* International Initiatives Staff member made it clear to the student and reiterated that failing to withdraw from the program by **March 12, 2020**, the last day to withdraw without a penalty, will hold the student responsible for paying the cost of the program in full; regardless of whether they do or do not go on the requested trip.
* All parts of application are signed, dated, and initialed. All policies have been explained to student.
* $300 deposit has been received, and the student has been given a receipt. A copy of the receipt has been made for the student's folder.
* Office of Student Advocacy & Accountability background check performed.
* Application has been reviewed by the International Initiatives Office staff.

Student Conduct

In all Southeastern Louisiana University Study Abroad programs, students are expected to behave in a mature, responsible manner, and at all times abide by University regulations and standards embodied in the Southeastern Louisiana University Student Code of Conduct and other relevant sections of the Student Handbook (accessible at https://www.southeastern.edu/admin/stu\_affairs/handbook/). Directors, and/or faculty leaders have the authority, in compliance with the discipline process outlined in the Student Code of Conduct, to separate from the group at any time a student who is following a course of action or behavior harmful to the student, to others, or to the program, including violation of Southeastern Louisiana University rules and regulations. In such a case, no refunds will be issued from Southeastern Louisiana University, and parents will be notified of the misconduct. All return transportation costs in such circumstances are the responsibility of individual students.

Southeastern Louisiana University does not condone and strives to prohibit the unlawful possession, use, distribution, or manufacture of illicit drugs and alcohol by students on its property or as part of any of its programs. Southeastern Louisiana University strives to provide a safe, productive, healthy, and supportive environment for students, faculty, staff, and guests. Recognizing that the abuse of alcohol and other drug use is a major societal concern and health problem, Southeastern sets forth its Drug and Alcohol Policy to guide community members in making knowledgeable choices which foster ethical, healthy, and responsible lifetime behaviors.

Southeastern Louisiana University will impose disciplinary sanctions on students for violations of its standards of conduct. These sanctions may include, but not be limited to, verbal and written warnings, loss of certain privileges, fines, and/or separation from University groups.

Background Check Policy

For the safety and comfort of all travelers who attend our programs, all Southeastern Louisiana University students who intend to participate in a Study Abroad program will be required to pass a disciplinary and criminal background check through the Office of Student Advocacy & Accountability and the University Police Department to be eligible to attend their chosen Study Abroad program.

**The International Initiatives Office reserves the right to deny acceptance to Southeastern Louisiana University students who have problematic disciplinary histories.**

**Those found ineligible to participate before the payment deadline of March 12, 2020, will be given a full refund, including the deposit. However, no refunds will be given to those removed from their program for disciplinary reasons after the payment deadline or while overseas.**

**By signing below, I consent to the release of information from the Office of Student Advocacy & Accountability and the University Police Department and understand the background check policy.**

Student Liability

Southeastern Louisiana University hereinafter referred to as Southeastern and its agents, directors, and officers, act only as agents in arrangements made for this program. Neither Southeastern nor its agents, directors, or officers shall be liable for any injury, death of persons, loss, damage or accident, delays or expenses arising from Acts of God, dangerous incident on land or sea, fire, breakdowns of machinery or equipment, acts of government or other authorities, wars, civil disturbances, strikes, riots, thefts, pilferage, epidemics, quarantines, changes in itinerary, weather, sickness, or from any act of omission of any individual, firm or corporation furnishing transportation, sightseeing, hotel accommodations, or any other services in connection with the tours, site visits, or other activities related to Southeastern's Study Abroad programs. The right is reserved to amend the advertised itinerary whenever transportation schedules or other factors make this necessary or advisable.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Release and Assumption of Risk Form**

In consideration of my being permitted to participate as a student in a Study Abroad program administered by Southeastern Louisiana University, I do hereby release Southeastern Louisiana University from liability and assume the risk as follows:

Medical Emergency

I understand that on rare occasions an emergency may develop while I am overseas on a Southeastern Louisiana University Study Abroad program which necessitates the administration of medical care, hospitalization, or surgery. Therefore, in the event of injury or illness and if I am unable to grant permission at the time emergency treatment is required, I hereby authorize Southeastern Louisiana University by and through its authorized representative(s) or agent(s) in charge of said program, to secure any necessary treatment including the administration of an anesthetic and surgery. It is understood that such treatment shall be solely at my expense and I agree to reimburse Southeastern Louisiana University for any expenses which it might suffer on account of said injury or treatment thereof.

Indemnification

I agree to indemnify and hold harmless Southeastern Louisiana University and its representative(s) and agent(s) from any and all claims and causes of action for damage to or loss of property, personal illness or injury, or death arising out of travel or activity conducted by or under the control of Southeastern Louisiana University with regard to the aforesaid program.

Rules of Conduct

I understand that as a participant in this Study Abroad program, I am subject to the laws of the country where I am studying. I also understand that it is my responsibility to be informed about the laws of that country and to conduct myself in a manner that complies with those laws. The Director of International Initiatives shall not, under any circumstances, be responsible for any illegal activities that I may engage in. I further agree to abide by the policies of the program. I understand that the Program Coordinator has the authority to discontinue my participation in the program, if in the judgement of the Program Coordinator, my conduct is unacceptable.

Withdrawal from Program

I further understand that I am solely responsible for any and all costs arising out of my own voluntary or involuntary withdrawal from the program prior to its completion, including withdrawal caused by illness or disciplinary action by Southeastern Louisiana University or its representative(s).

In the event that Southeastern Louisiana University has committed expenses on my behalf prior to the start of the program, I understand that these funds may not be refundable.

This \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_. I have read and understand the above provisions and agree to be bound thereby.

Month Day Year

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Signature