

USF Education Abroad Terms & Conditions

Insurance

Independent pre-or post program travel: I understand that USF's International Health and Accident Insurance Coverage is only for the dates of the program; by signing this form, I acknowledge that it is my responsibility to obtain coverage for independent travel outside the dates of the program.

Independent Programs: I understand that those students traveling on a non-USF sponsored program are encouraged to purchase the USF Education Abroad's International Health and Accident Coverage. Alternatively, I may complete the Health and Accident Insurance Verification Form, and submit it no later than 30 days prior to the date of my program. If I fail to provide the completed Health and Accident Insurance Verification Form by this time, I understand that USF will enroll me in the USF plan and that appropriate charges will be put on my account.

Travel Insurance: I understand that Education Abroad strongly recommends the purchase of travel insurance to cover transportation cancellation/rescheduling fees, travel disruptions, lost luggage and the like.

Conduct

Cultural Sensitivity: I understand that I must conduct myself in a manner that shows respect and consideration for the host foreign country. Further, if my behavior is deemed detrimental to the functioning of the program or offensive to the host culture, I will be subject to dismissal from the program. Certain programs and locations may require significant modifications of my behavior: particularly related to alcohol use, clothing, personal expression, demeanor, and public behavior. I understand that I must adhere to the specific program requirements as outlined by the Education Abroad Office, the USF Faculty Director, or host institution.

USF Student Code: I understand that for the full duration of the program, I am responsible for compliance with all conduct regulations of the University of South Florida as indicated in the USF Student Code of Conduct. Infractions of the Student Code of Conduct may subject me to dismissal from the program, as well as referral to the Office of Rights and Responsibilities.

Attendance: I understand that I must attend all program activities. I understand that I must arrive in a timely fashion, and that if I am separated from the group, it is my financial responsibility to secure alternate transportation to the next available destination.

Alcohol Misuse: In other countries, the sale of wine, liquor, and other alcoholic beverages may not be restricted. I understand that I am expected to exercise personal responsibility and limit my use of such beverages. Further, I understand that misuse of alcohol is one of the leading causes of injury to, and arrests of, US students studying abroad. As outlined in The EAO's Guidelines regarding Alcohol Misuse, I understand that I will be subject to dismissal from the program, with corresponding academic and financial penalty, for alcohol misuse.

Illegal Drug Use: The use of, possession, or commerce in illegal drugs of any form is in violation of the rules of the program, USF Student Conduct Code and in most cases, a violation of the laws of the host country. If I am found with any illegal substances, I will be immediately dismissed from the program.

Violation of Local Laws: I understand that I do not enjoy the protections of the US Constitution and legal system while abroad. Rather, I am subject to the laws of the host country, and infractions of the host country's laws could result in my dismissal from the program and incarceration in a foreign prison. This may include punishment for activities, which in the United States, are considered a fundamental right: expression of speech, freedom of religious beliefs and practices, etc. By signing below, I understand that I am required to familiarize myself with, and adhere to, the host country's laws and customs for my own safety and wellbeing.

Parental/Guardian Notification: I understand that the University of South Florida reserves the right to contact my parents or guardian in the event of disciplinary and conduct infractions, particularly those which might endanger myself, fellow participants or the integrity of the program.

Academics

Standards and Academic Integrity: I understand that I must maintain the same standard of academic work as would be required on the home campus. I am responsible for arriving on time for classes and required meeting and cultural excursions, and for following the program schedule set forth by USF, or the foreign host institution. Further, I understand that failure to attend program events will result in academic penalty. If I am studying at a foreign institution, I understand that I am also bound to the academic and conduct regulations of the host school. I understand that appropriate USF offices will be informed of any allegations of academic dishonesty made by a foreign school or USF faculty director or staff member.

Academic Standing and Notification Procedures: Students are expected to be in good academic standing while participating in an Education Abroad program. Students on academic or disciplinary probation are not accepted into Education Abroad (EA) programs for the duration of any probationary period. Students applying for an EA program should be aware that the EA office routinely provides key USF offices the names of students participating in an international education abroad program. These offices may

include, but are not necessarily limited to, Dean of Students, Registrar's Office, Academic Department, Student Affairs, Student Rights and Responsibilities, Students of Concern, Student Health Services and the Student Counseling Center.

Transfer of Work: I understand that USF is obligated to transfer all grades earned in a study abroad program including failing grades; these grades will be factored in to my USF GPA. USF Colleges and departments have restrictions on students taking S/U courses abroad; I understand that I must speak with my academic advisor regarding the acceptance of S/U grades.

Financial Matters

Study Abroad Program Cost (SAPC): I authorize the Education Abroad Office to place the Study Abroad Program Cost on my student account. I authorize the Education Abroad Office, the University of South Florida and its agents to make all necessary payments and to disburse necessary funds for my participation in the program as outlined in the program-specific materials.

Confirmation Payment: Payment of the program confirmation payment (generally \$500, which applies to the total Study Abroad Program Cost), is due within 5 business days of my admission to the program or no later than the application deadline, whichever is first.

Payment Deadlines: I agree to abide by the conditions and deadlines for payments of the SAPC as stated on the payment schedule for my program of study, University of South Florida tuition where applicable, and/or host institution program fees. Generally, study abroad program payments are made according to the following schedule: 90 days prior to the program start date, 25% of program cost is due; 60 days prior to the program start date, 75% of the program cost is due; 30 days prior to the program start date, 100% of the SAPC is due. I understand that certain programs may have different payment deadlines and amounts as indicated in program-specific materials. I understand that failure to pay according to the stated schedule may result in my termination from the program.

Further, I understand that failure to pay does not absolve me of my financial responsibility. Delinquent debts may be reported to a credit bureau and can result in placement with a collection agency without further notice, at which time additional collection costs will be assessed.

Changes to the SAPC: I understand that in rare cases related to low enrollment, unavoidable alterations to the program itinerary due to events beyond USF's control, increases in the cost of foreign services, or dramatic changes in currency exchange rates, USF may be required to increase the SAPC.

Withdrawal by Student: I understand that I must withdraw my participation in a program in writing as soon as possible. I understand that if I withdraw after the written payment deadlines, I am liable for program fees committed on my behalf. I acknowledge that specific programs may have more stringent deposit and withdrawal policies, and that it is my responsibility to abide by these requirements. Limited exceptions to the refund policy may be made in bona fide medical or family emergencies, or military call to duty.

Days Prior to Program	Payment Requirements	Refund to Student
91 days prior to program start date	\$500 confirmation payment (or more as indicated in individual program cost information)	\$400 less any non recoverable costs
90 days prior to program start date	25% of program cost	\$200 less any non-recoverable costs
60 days prior to program start date	75% of program cost	\$0
30 days prior to program start date	100% of program cost	\$0

Cancellation by USF: If USF must cancel the program due to insufficient enrollment, all program fees (including the confirmation deposit) are refunded. If USF must cancel a program due to a natural or man-made disaster, U.S. State Department Warnings or Alerts, forces of nature, pandemics, acts or omissions by foreign governments, etc. only those funds that can be recovered will be refunded.

Financial Aid and Study Abroad: If I am receiving financial aid and/or a scholarship awarded for the study abroad program, I agree to abide by all University of South Florida financial aid deadlines and policies. I understand that it is my responsibility to speak with the office of University Scholarships and Financial Aid, and to complete all necessary documentation in a timely manner. I understand that failure to comply may result in a financial penalty, delay of aid disbursement and could result in my ineligibility to participate on

the program. Further, I understand that failure to complete all necessary forms and documentation can have an impact on my domestic financial aid and scholarships.

Waivers: I understand that I will not be able to use my tuition waiver/assistantship/fellowship toward the Study Abroad Program Cost.

Dismissal: I understand that I am responsible for any and all costs arising out of my dismissal from the program before its completion, including withdrawal caused by illness, disciplinary or conduct action. I understand that if I am dismissed, I will not be refunded any portion of the SAPC. Early withdrawal or dismissal may result in academic penalty as well.

Reimbursement: I understand that I am participating in a University of South Florida System Education Abroad Program. Any and all trip related expenses were pre-paid to the University of South Florida Education Abroad Office. Expenses include but are not limited to hotel accommodations, transportation expenses, travel passes, city sightseeing passes, admissions, tickets, meals, and any other program related expenses purchased for the group. I acknowledge that any additional related expenses are not reimbursable to individual students, and therefore, I am not entitled to and will not seek reimbursement from the University of South Florida System for these expenses.

Additional Charges: I understand that if I cause damage to the host country facilities or accommodations beyond normal wear or tear, the USF Education Abroad Office will place appropriate and documentable charges on my student account to cover any reparation or penalty fees. Similarly, if I fail to pay personal expenses (foreign utilities, accommodation, phone charges, etc.) I understand that these charges will be placed on my student account at USF. Further, if I am separated from the group due to illness, or fail to meet a departing bus, train or airline, I am responsible for all costs associated with rejoining the group at its next scheduled destination. I understand that failure to pay these charges will result in my inability to register for USF classes, receive transcripts, and no credits will transfer until the debt is settled.

Travel and Foreign Conditions

Changes and Alterations: I understand that the program itinerary/schedule and inclusions are subject to change at the discretion of USF or its partner host institution.

Cancellation/Interruption: I understand that if the University of South Florida or the Education Abroad deems the host country or region to pose significant threat to my wellbeing and safety, I will be required to leave the host country or region. The expense of such an evacuation may be covered by USF's International Health and Accident Insurance Coverage (CISI). I understand I may be required to use the remaining value of the airline tickets purchased for the travel involved with this course of study. In the event I do not comply with the requirement to leave the country or region, I understand that if I remain I do so at my own risk and my decision may result in the loss of academic credit.

Personal Safety: I must assume responsibility for my personal safety and conduct, and release USF from any liability. Further, I understand that I am required to attend all USF Pre-departure orientations, read and follow all pre-departure materials, and to abide by US State Department and CDC requirements and recommendations regarding travel to my foreign destination.

Assumption of Risk in Study Abroad and International Travel: I understand that although the university has made every reasonable effort to assure my safety while participating in this study abroad program, there are unavoidable risks in travel and study overseas that may not ordinarily be encountered at home or on campus. Those risks include, but are not limited to: terrorism, war, insurrections, traveling to and within, and returning home from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of civil defense procedures, design, safety and maintenance of buildings, public spaces and conveyances; local medical and emergency services; local weather and environmental conditions

Students with Disabilities: I understand that it is my responsibility to discuss any special accommodations I require due to a documented disability with the Education Abroad staff and with relevant USF administrative offices (Students with Disabilities Services, Student Counseling Center, Student Health Services) well in advance of my program start date.

Foreign Conditions & Special Requests: I understand that services in foreign countries (air conditioning, telecommunications, transportation, internet, utilities, health services etc.) may be less advanced or in certain cases unavailable. Further, I understand that USF and the in-country program hosts may not be able to accommodate certain requests (e.g. single rooms, air conditioning, dietary restrictions, etc.), and that it is my personal and financial responsibility to make any or all arrangements to accommodate my personal needs.

Travel Documents: I understand that it is my responsibility to obtain a passport to travel, and that I might require a visa for my study abroad program. The USF Education Abroad Office will endeavor to assist me in obtaining a visa, but it is my ultimate responsibility to obtain the appropriate visa. I also understand that USF cannot be held responsible if I am denied entry into a country, and that should I be unable to acquire all necessary travel documents, USF will only be able to refund recoverable funds.

Release and Waiver of Liability: I assume the risk of inconvenience and harm and release the State of Florida, the State Board of Education, The Florida Board of Education, the University of South Florida Board of Trustees and the University of South Florida, as well as the agents, employees, and members of the aforementioned from all actions, causes of actions, damages, claims or demands which I, my heirs, executors, administrators or assigns may have against any and all of the aforementioned for any and all personal

injuries known or unknown which I have or may incur by participation in the above stated program and for all damages to my property. I expressly agree that the foregoing Release and Waiver of Liability and Assumption of Risk is intended to be as broad and inclusive as is permitted by Florida law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have read the foregoing entire document (3 pages) and have had the opportunity to ask questions about it. I understand it and agree to abide by it.

Print Name

Signature

Date