

## Student Understanding and Agreement

### Semester and Yearlong Study Abroad Programs

Reference in this document to Lehigh and its agents shall include the legal guardians or other adults responsible for the applicant or participant. Reference to program shall include the host institution abroad and its staff, faculty, or agents responsible for the applicant or participant. The terms student, applicant, participant, and 'you' are used interchangeably.

### INTERNATIONAL TRAVEL

1. AIRLINE RESERVATIONS are the responsibility of participants. Some programs offer group flights, but Lehigh has no responsibility for coordinating these.

2. IDENTIFICATION DOCUMENTS: Each student must have his/her own PASSPORT which is valid for at least six months beyond the last day of the program. Participants are responsible for obtaining this document; forms may be obtained at [www.travel.state.gov](http://www.travel.state.gov). Please note that it may take up to 8 weeks to process an application for a U.S. passport.

**Indicate whether you have a passport, or are currently in the process of applying for a passport:**

Have: \_\_\_\_\_ Applying: \_\_\_\_\_ Today's date: \_\_\_\_\_

3. VISAS: Obtaining proper study/travel visas is the responsibility of the participant, unless the program brochure states otherwise. Students must be aware that obtaining visas may be a lengthy process involving persistence and attention to detail. Costs associated with visas are the participant's responsibility.

4. WEB REGISTRATION: Participants agree to register their international travel prior to departure on Banner (under "Personal Information"). Directions will be sent to participants, and students must register by the deadline stated in the directions.

### COST AND PAYMENTS

1. APPLICATION FEE: \$35. This fee is assessed regardless of eventual participation status.

2. DEPOSIT AND PAYMENT: Many programs require deposits, and students are responsible for paying deposits. Students are responsible for ensuring that deposits are applied toward room and board or program fees, not tuition.

3. TUITION: Students must register for a full-time equivalent course load, for which they pay Lehigh tuition, regardless of the hosting institution's tuition cost. Lehigh pays tuition to the program directly.

4. BALANCE DUE: Billing will occur as usual, with tuition bills coming from the Lehigh University Bursar's Office. All tuition payment policies apply as usual.

5. WITHDRAWAL: Once a student is accepted into a study abroad program, the student is deemed to agree to enroll in the program for the term for which the student applied. To withdraw from the program, the student must notify the Study Abroad Office and the hosting institution in writing; failure to supply written notification may result in the student being charged for unrecoverable funds Lehigh has committed on the student's behalf. Students are responsible for purchasing their own trip interruption/cancellation insurance.

6. DISMISSAL PRIOR TO DEPARTURE: If a student applicant's conduct leads to disciplinary probation after application to the program, the student will be dropped from the program and will forfeit application fees and the deposit paid to the program as well as any money Lehigh has committed on behalf of the student up to the date of dismissal. If a student is dropped from the program for any reason prior to the departure date, the student may still be responsible for airline and housing cancellation fees.

PROGRAM CANCELLATION: See the Lehigh Study Abroad office website for full details on Lehigh's cancellation policy.

### REQUIREMENTS AND COMPETENCIES

1. ELIGIBILITY: Participants must be registered as full-time students at Lehigh the semester prior to studying abroad. Students must have a GPA of 3.0 or above, or an average GPA of 3.0 in the two regular semesters prior to applying (for semester and yearlong programs). Students may not be on disciplinary probation the semester prior to participation, or during the term abroad. Students' behavior reflects on Lehigh University. All students' disciplinary histories are reviewed prior to approval to study abroad, and those whose records indicate a history of inappropriate conduct should expect to have their cases reviewed in depth by the Dean of Students office and the

Study Abroad office. Such records will be considered in the final decision about whether a student may study abroad.

**If you have been on disciplinary probation at Lehigh in the past, please check here \_\_\_\_.** **If you are currently on disciplinary probation, check here \_\_\_\_.** In either case, please attach an explanation. In rare cases, some eligibility standards may be petitioned.

2. **COMPETENCIES:** In order to be able to participate in credit-bearing activities conducted off-campus, a student must demonstrate the competencies outlined below. Inability to demonstrate these competencies at any point may result in a review of student participation by the appropriate faculty/staff at Lehigh. Questions concerning this may be directed to the Director of the Study Abroad office, Erica Caloiero, or the Associate Dean of Students, Susan Lantz.
  - a. Ability to be flexible and adapt to the new circumstances presented. Navigate independently and/or appropriately in a new and /or unfamiliar environment. (Ex: live with a host family; use urban/rural public transportation systems.)
  - b. Ability to be responsible for all known medical and psychological needs prior to participation in credit-bearing off-campus activity, as well as the ability to be functionally stable for at least six months prior to participation.
  - c. Capacity to respect the host culture and its different language(s), values, customs, belief systems.
  - d. Knowledge of, and willingness to uphold, reasonable and appropriate standards for living and learning environments.
  - e.

*My signature here indicates that I meet the competencies listed above, and I understand that if at any point evidence arises demonstrating that I cannot fulfill or meet these basic competencies, my case will be subject to review by the appropriate faculty/staff at Lehigh University.*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **CONDITIONS OF PARTICIPATION TO WHICH THE PARTICIPANT AGREES:**

1. In consideration of the use of premises or facilities owned or operated by Lehigh University and/or in consideration of permitting me to participate in this activity, on behalf of myself, my heirs, executors, administrators, successors or assigns, I hereby release and forever discharge Lehigh University, its agents, servants, and employees of and from any and all manner of actions, causes of action, suits, damages, claims, and demands, on account of personal injury, including death, or any other cause whatsoever, which I may have against them by reason of or arising out of my participation in this activity.

2. Lehigh is not responsible for my welfare during periods of independent travel or during any absences from the program.

3. Lehigh reserves the right to take whatever action is warranted under circumstances relating to my health and safety, and I shall not hold Lehigh responsible for such decisions or actions. I understand that I am required to take out an insurance policy to cover medical services and treatment during the period abroad, if I am not sufficiently covered by my existing health insurance plan (other than the International Student Identity Card). I take full responsibility for knowledge of any limitations in my insurance policy that apply to travel abroad.

4. I hereby authorize Lehigh and its agents, at their discretion and without obtaining any further consent, to arrange medical services and treatment as may be deemed necessary for me at my/my parents' and/or guardians' sole risk and expense. If deemed necessary or desirable by Lehigh, I may be returned to the United States by commercial airline or other means at my expense for medical treatment.

**5. I understand and agree to be bound by the rules and policies in the Lehigh University Student Handbook, specifically, the code of conduct.** Initial here: \_\_\_\_\_

6. I will at all times comply with the rules, standards, and instructions for student conduct and behavior of Lehigh and the hosting institution(s). Lehigh reserves the right to enforce appropriate standards of conduct and specifically reserves the right to terminate my participation for failure to maintain these standards or for any actions of conduct which Lehigh considers to be incompatible with the interest, harmony, comfort or welfare of participants. **In particular**, either possession/consumption of controlled substances (by U.S. definition, or that of any other country visited) or alcohol impairment/abuse may result in immediate termination from the program. I understand that I am expected to act responsibly at all times and I agree to do so.

7. During periods of free time Lehigh does not accept liability for the consequences of my decisions which may negatively or adversely impact me. Free time is determined to mean unscheduled time when students are not under the direction or supervision of the hosting program or its agents.
8. Alcohol and drug abuse and/or excess will not be tolerated. If I am found impaired from participating in expected classroom attendance, group activities, excursions, and/or conduct disruptive of or incompatible with the program purpose and objectives, Lehigh and/or the host program may exercise the authority to facilitate my immediate expulsion from the program and I will return to the U.S. Unacceptable conduct (including, but not limited to): unauthorized absence from the program when attendance/participation is expected, harassment and/or abuse, assault, vandalism, public disturbance, gambling, solicitation, and any illegal activity.
9. If I should have my participation terminated in accordance with the conditions above, then Lehigh shall have the right to require me to leave the program without refund of tuition and fees paid to Lehigh, and, if I return to the U.S. prior to the established end date of the program, without academic credit. If directed to return to the United States by Lehigh University, I agree to abide by all such directions.
10. I agree to indemnify Lehigh and its agents against any consequences of my actions when I am not observing and complying with the hosting institution's rules, standards and instructions. Lehigh will not accept liability for any act I commit, willful or negligent, which results in damages or injury to persons or property, and I agree to undertake full reimbursement to the injured party should such occasion rise.
11. Lehigh will endeavor to adhere to all arrangements made but nevertheless reserves the right to change or alter any arrangement concerning the location and/or content of the program should this be necessary.
12. I will pay all charges due according to the regularly scheduled billing by Lehigh University and I am responsible for the timely payment of all other charges incurred by me or on my behalf while on the program. I agree to pay all tuition and fees associated with participation in the program and assume responsibility for any damages, losses, or charges for extra services in my accommodations or the common areas and grounds of the host institutions which may result from my actions or omissions.
13. I agree to attend the program at its established location according to its established schedule, including all regularly scheduled orientations, classes, excursions, and exams.
14. I am liable for any additional unforeseen costs (housing, board, travel fees, etc.) associated with my participation in the program in the event of an emergency that detains me outside of the program and/or planned program dates. I am responsible for the purchase of trip interruption/cancellation insurance.
15. I accept responsibility for any damage/theft done to my room or any other part of my housing/residence and its equipment, including telephones, vending machines, washers and dryers and so forth. Public area damage/theft that cannot be attributed to specific individuals will be billed on a pro-rated basis to residence of that section, floor, or building in accordance with the Lehigh damage Billing Policies and Procedures. I agree to be held responsible for the actions of guests I allow to enter housing/residences. Willful destruction of property is cause for disciplinary action. All damage billing incurs a 15% service charge.
16. I consent to the distribution of information relevant to my participation in a study abroad program to the parent/guardian contact that I have specified as my emergency contact. I consent to let the study abroad office discuss academic and disciplinary records for the purpose of ensuring my continued health, safety, and student status, as it pertains to my study abroad experience.
17. I consent to the use of my photographs, and also my comments and likeness, by Lehigh for publicity purposes.
18. All students are required to attend and complete a mandatory pre-departure orientation with the Study Abroad Office.

**By signing here, I confirm that I have read and understand these conditions and agree to be bound by them.**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_