

UCA STUDENT APPLICATION PACKET: FACULTY-LED STUDY ABROAD PROGRAMS 2014

Congratulations on your decision to Study Abroad!

To be enrolled in one of the 2014 Faculty-Led programs, you must complete the paperwork in this packet. Please read and understand each page before proceeding with your application process. Rules, guidelines and agreements are set in place by the university and the Office of Study Abroad to protect the investments of all parties involved.

- 1) Attend a Going Global Information Session
 - *Session calendar is available at www.uca.edu/studyabroad*
- 2) Review and understand the Application Packet to ensure you understand the registration process, payment schedule and refund/cancellation policy, then fill in your information.
- 3) Contact the Faculty Leader of your program to receive approval for the course(s) you wish to take while abroad.
 - *If you have questions regarding the credit you will be eligible to receive, contact your Academic Advisor. The Faculty Leader will inform you of your eligibility for enrollment in their course(s). Their signature indicates their approval of your enrollment in a course.*
- 4) Revisit the Rules and Guidelines Acknowledgement form as well as the Refund Policy to ensure your understanding of Study Abroad payments and associated fees.
- 5) Visit the Office of Student Accounts in McCastlain Hall to pay your \$500 Non-Refundable Study Abroad Deposit.
 - *You must pay in person and bring your receipt to the Office of Study Abroad.*
- 6) Schedule an Advising and Registration Appointment with the Office of Study Abroad once you have paid your deposit, received a receipt for your payment and completed your Application Packet paperwork.
- 7) At your appointment, a Study Abroad staff member will review the contents of your Application Packet with you and make copies of your documents for your file and for you, upon request.
- 8) Now, you will be enrolled in the program! If you do not have a passport, apply TODAY!
 - Information on applying for a passport is available at <http://uca.edu/studyabroad/travel-documents/> or www.travel.state.gov
 - For application deadlines and requirements, contact the Faculty Program Director or visit <http://uca.edu/studyabroad/>
- 9) Be sure to check your email and view the Study Abroad Website Calendar for upcoming events, interest sessions and orientations.

APPROVAL FORM
Faculty-Led Short Term Study Abroad

Submit all information using blue or black ink.

SECTION I: APPLICANT INFORMATION

Name: (last) _____ (first) _____ ID#: _____

Home Phone: (____) _____ Mobile: (____) _____ Email: _____

Classification: Freshman Sophomore Junior Senior Graduate Student Other: _____

Major: _____ Minor: _____ Cumulative GPA: _____

SECTION II: PROGRAM & COURSE SELECTION

The University reserves the rights to alter, change or revise schedules, credits and costs. Tuition & Fee charges are not included in the publicized program cost.

Program Name: _____ Term: _____

Dates: ____/____/____ to ____/____/____ Cost: \$ _____ (plus tuition and fees)

Course #1: _____ Faculty: _____

Course #2: _____ Faculty: _____

SECTION III: APPLICANT SIGNATURE & APPROVAL

Approval is required by the Faculty Leader for each course selected. Students earning Honors College credit must select one of the offered courses that will count as their Junior Seminar grade. Signatures of approval must be received by the Faculty Leader and from Patricia Smith for the course.

Applicant Signature _____
Date

Faculty Leader Signature _____
Date

Faculty Leader Signature _____
Date

Office of Study Abroad Use: please do not write below this line.

UCA OFFICE OF STUDY ABROAD REVIEW AND APPROVAL P Type: _____

This participant has met the approval requirements to participate in the Faculty-Led Study Abroad Program selected above and has submitted a receipt from UCA Student Accounts for the \$500.00 non-refundable deposit. Applicant has reviewed, initialed and expressed verbal confirmation of clear understanding and acceptance of each statement on the Rules and Guidelines Acknowledgement Form.

LEVEL OF ISIC INSURANCE COVERAGE: Basic Premium

Premium coverage will result in a higher program cost (\$74 higher) which will be posted to the participant's UCA Student Account.

Signature Office of Study Abroad _____
Date

APPLICATION: FACULTY-LED STUDY ABROAD PROGRAMS 2013-2014

Instructions and Required Application Materials

Applicants are responsible for submitting this application and all required application materials to the UCA Office of Study Abroad by no later than 4:30pm on the application deadline.

APPLICATIONS FOR FACULTY-LED STUDY ABROAD MUST INCLUDE:

- Faculty-Led Study Abroad Application
- Signature of approval from Faculty Leader (s) and Honors College (*if applicable*)
- Receipt for \$500.00 Deposit from UCA Student Accounts
- Copy of Passport

If you do not have a passport, submit a copy of the receipt you received when submitting your passport application.

Applicant Information

Full Name (*as it appears on passport*): _____

Passport #: _____ U.S. Citizen? Yes No, Citizenship: _____

Passport Expiration Date (*dd/mm/yy*): _____ DOB(*dd/mm/yy*): _____

Passport must be valid for a minimum of 6 months after your program ends. If your passport expires prior to this time, visit travel.state.gov for passport renewal information.

Local Address: _____ City: _____ State/Zip: _____

Permanent Address: _____ City: _____ State/Zip: _____

Emergency Contact Information

Primary Contact Name/Relationship: _____ / _____

Address: _____ City: _____ State/Zip: _____

Home Phone: (____) _____ Mobile: (____) _____ E-mail: _____

Work Phone: (____) _____ ext. _____ Place of Employment: _____

E-mail Address: _____

Secondary Contact Name/Relationship: _____ / _____

Address: _____ City: _____ State/Zip: _____

Home Phone: (____) _____ Mobile: (____) _____ E-mail: _____

Work Phone: (____) _____ ext. _____ Place of Employment: _____

E-mail Address: _____

Medical Questionnaire

Do you have any physical or mental impairment or conditions that might limit your activity or traveling ability?

No Yes, please provide description: _____

Do you have a chronic illness? No Yes, please check all that apply and list any allergies:

Heart condition High blood pressure Diabetes Migraine headaches Allergies Other: _____

Do you take any regular prescription medication? No Yes, description: _____

If yes, do you agree to arrange sufficient supply for the entire trip? Yes No

Is there any additional health or medical information about which the program directors should know?

No Yes, please specify: _____

I, _____, understand that a Study Abroad experience and international travel can be sometimes physically demanding. It is my responsibility to make appropriate visits to my health care providers (i.e.: dental, eye, etc.).

Signature

Date

Agreement and Signature

Can we release your name and email address to students interested in your Study Abroad program? Yes No

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Study Abroad participant, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal from the Study Abroad program.

Printed Name

UCA ID#

Signature

Date

Non-Discrimination Policy

The University of Central Arkansas is an affirmative action/equal opportunity institution. In keeping with its non-discrimination policy in employment, admissions and other functions and programs, the university considers employees and students on the basis of individual merit without regard to sex, race or color, religion, national origin, age, disability, or other factors irrelevant to participation in its programs.

Students should also adhere to the UCA student handbook, which states:

The University of Central Arkansas and its faculty and staff are committed to providing an equal educational opportunity to all students. One of the facets of the university experience includes the opportunity to learn in an environment where there are other individuals from varied backgrounds and characteristics, which include, but are not limited to, race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, disability, political affiliation and intellectual perspective. The University of Central Arkansas does not condone harassment (or other forms of inappropriate conduct) against any student. These matters are handled in the same procedural way as those involving sexual harassment.

Agreements and Releases

This is a release of legal rights. Read and understand before signing

Please initial by each clause within the agreement. If you do not initial by each clause you will not be considered for the program.

Name: _____ UCA ID#: _____ Program: _____

I will be participating in a study abroad program in _____ for the Spring Summer Fall Session of the academic year 2013/2014 and have submitted the necessary documentation to the University of Central Arkansas Office of Study Abroad. I hereby agree as follows:

_____ INSTITUTIONAL ARRANGEMENT

I understand that the University does not represent or act as an agent for and cannot control the acts and omission of any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the program. I understand that the university is not responsible for matters that are beyond its control. I hereby release the University from any injury, loss, damage, accident, delay or expense arising out of any such matters.

_____ EARLY DEPARTURE

If I decide to leave the program before completing my course of study, I will provide the University with advance written notice of my intention to leave the program. If I leave the program prior to its completion, I understand the University has no responsibility to provide or arrange transportation.

_____ STANDARDS OF CONDUCT

I understand that each country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior violating those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by all such laws and standards of each country to or through which I will travel during the program.

I will comply with all rules and regulations issued by the University, course instructors or any coordinating institution. It is within the course instructor's and the Office of Study Abroad's discretion to determine that my violation of such rules and regulations warrants my termination from the program. In the event, I may be sent home at my own expense. I agree that the University has the right to enforce its rules and regulations, including its student conduct, in its sole judgment, and that it will impose sanctions, up to including expulsion from the program, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interests, harmony and welfare of the University, the program or other participants. I recognize that due to circumstances of Study Abroad, procedures for notice, hearing and appeal applicable to the student disciplinary proceedings at the University do not apply. However, I will receive a notice of my violation and an opportunity to provide an explanation to an appropriate official. If I am expelled, I consent to being sent home at my own expense with no refund of fees. I also agree that:

1. I will not buy, sell or use drugs at any time;
2. I will not engage in abusive use of alcohol;
3. I will participate in all classes and scheduled activities unless ill; and
4. I will abide by dress and cultural codes suitable in the countries visited.

_____ ASSUMPTION OF RISK AND RELEASE OF CLAIMS

Knowing the risks described above, I agree on behalf of my family, heirs and personal representatives to assume all risks and responsibilities surrounding my participation in the program. I and my heirs and successors and assigns agree to release, indemnify and hold harmless the University of Central Arkansas, its past and present trustees, officers, employees, agents and the heirs, successors and assigns of each from any and all loss, cost, damages, liability or expense (including reasonable attorney's fees) resulting in or arising from my participation in the program (including periods in transit to or from any country where the program is being conducted).

_____ TRAVEL DOCUMENTS (PASSPORTS & VISAS)

I understand I **MUST have a passport** to participate in a study abroad program and that for certain programs a visa may be required in order to participate. I also understand that it is solely my responsibility to research visa requirements for the countries where I plan to study. I further understand it is my responsibility to follow the procedures set forth by that country and obtain the visa in a timely manner. Please note the visa application process can be lengthy and require 2-4 months of advance work (where applicable). *For faculty-led programs:* I understand that if I do not provide my passport to the Office of Study Abroad at the time in which it is requested, I may not obtain my visa or airline tickets on time and may not participate in the program and will not receive a refund of any program payments made.

PROGRAM CHANGES

The University may, in its sole discretion, determine that circumstances within a country may require the cancellation of the program within that country. The University will provide me with as much advance notice as possible of its intention to cancel the program in which I will participate. I also understand that the University, the on-site coordinators or foreign government may prematurely terminate the program. I understand that the University's fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am expelled from the program for any reason, there will be **no refund** of fees already paid. I accept all responsibility for loss or additional expense due to delays or other changes in the means of transportation, services, sicknesses, weather, strikes, or unforeseen causes. If I become sick or injured I will, at my own expense, obtain medical care and medical evacuation, if required. **For faculty-led trips:** Additionally, I shall seek out, contact and reach the program group at its next available destination.

The University bears no liability for any losses or claims incurred by me in connection with my own early departure or termination from the program or University's termination of its participation in the program. If I decide to remain in the visiting country after receiving notice of the University's intent to terminate the program, I bear complete responsibility and liability for my own care, safety, health and travel.

PROGRAM REQUIREMENTS

I understand that to participate I must have a minimum of a 3.0 GPA and 60 credit hours (semester/year program); 30 credit hours (short-term program). Slightly lower GPAs may be permitted pending approval from the Faculty Leader.

PROGRAM CHARGES

I am responsible for any and all required payments and charges applicable to the program. I understand the program's cancellation policies and fees and agree to abide by them. **I understand that once I sign this form, I will be charged a \$40 Study Abroad processing fee.** I am responsible for paying UCA a \$40 study abroad fee, \$25 for an ISIC card, all program charges including but not limited to international insurance coverage, host institution accommodations, passport and visa costs, etc, excluding items that are included as part of my UCA Sponsored Study Abroad Program cost. All payments submitted are non-refundable.

HEALTH INSURANCE

I understand I am required to purchase an International Student Identity Card (ISIC) if it is not included in the cost of my program and I have read and understand its coverage and terms. I understand that it is my responsibility to purchase any additional insurance as necessary. If my program requires international insurance the UCA office of Study Abroad will assist me in acquiring a policy through IEES International Insurance. I am aware of the cost and have read and understand the coverage and terms.

HEALTH AND SAFETY

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems, which preclude or restrict my participation in this program. I am aware of all applicable personal medical needs. (see medical questionnaire) I have arranged, through insurance or otherwise, to meet any and all needs of payment of medical costs while I participate in the program. I recognize that the University is not obligated to attend any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care in a foreign country or in the United States during the program, the University is not responsible for the cost or quality of such treatment or care or medical evacuation from any location.

RISKS OF EDUCATION ABROAD

If participating in a UCA Sponsored Study Abroad Program, I understand that participation in the program could involve risks not found in study at the university. These risks include: traveling to and within, and returning from, one or more Study Abroad countries, political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; different standards of living, and limitations on the availability of police protection. Additionally, I have conducted my own research and am willing to accept these risks. If participating in an Independent Study Abroad Program, I understand that I am participating in a program that is not affiliated with UCA in any manner. I understand that UCA is not responsible or liable for any risks involved in this program. These risks include: traveling to and within, and returning from, one or more Study Abroad countries, political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; different standards of living, and limitations on the availability of police protection. I accept the risk associated with airline changes, flight cancellations and agree to carefully review the policies and guidelines published by my transportation providers and understand that UCA is not responsible for arranging, supplementing, correcting or funding any part of my travel to, within or from my host country. Additionally, as this program is considered an independent program, I have conducted my own research and am willing to accept these risks.

ENROLLMENT AND CREDIT

If participating in a UCA Sponsored Exchange experience, I understand that during my exchange experience abroad I will be enrolled in a minimum of 12 credit hours of UCA Study Abroad courses that show that I am still enrolled as a UCA student and generate tuition and fees and that UCA Student Accounts established fee payment regulations and standards will apply. When I return I MUST submit my host institution transcript to the Office of Study Abroad for processing of my credit transfer. If participating in a UCA Sponsored Faculty-Led program, I understand that I will be enrolled at UCA while abroad. I will follow all stated deadlines for

final course selection and once enrolled, tuition and fees will be applied to my UCA Student Account and that UCA Student Accounts established fee payment regulations and standards apply. If participating in a Language Immersion Program or an Independent exchange or short-term program, I understand that, course enrollment for this program is independent of UCA and I will not be enrolled as a UCA student during my study abroad term. When I return I MUST submit my host institution official transcript to the UCA Office of Study Abroad for processing of my transfer credit. Standard UCA regulations for transfer credit apply; this process can vary in length and may take several weeks to post to my UCA transcript. In any study abroad program, I understand that I am responsible for completing and submitting a Course Approval Form to the UCA Office of Study Abroad, courses taken abroad that have not been approved prior to departure will not be processed as transfer credit until I have acquired all necessary approval signatures.

FINANCIAL AID AND SCHOLARSHIPS

If participating in a UCA Sponsored Exchange experience or Faculty Led Program, I understand that I will be enrolled at UCA while abroad and may be eligible to receive federal financial aid and/or scholarships from UCA, it is my responsibility to meet with the appropriate campus official to determine my eligibility. The UCA Office of Study Abroad is not responsible for my financial aid, scholarship or grant eligibility or disbursement. If participating in a Language Immersion Program or an Independent Exchange or short term Study Abroad program, I understand that, as this program is independent of UCA and/or I will not be enrolled as a UCA student during my study abroad term and ***I cannot receive any federal financial aid from UCA***; this aid includes, but is not limited to, Pell grants, loans, etc. UCA and private scholarships vary greatly and if currently receiving scholarship funding, it is my responsibility to understand my Study Abroad Program and meet with the appropriate campus official or private funding source to determine eligibility and disbursement policy. The UCA Office of Study Abroad is not responsible for my scholarship or grant eligibility or disbursement.

ARRANGEMENTS UPON RETURN

I understand that it is my responsibility to make room and board arrangement as well as class registration for the term following my program abroad. When participating in an independent semester abroad program, I understand that it is my responsibility to reapply to UCA for the semester following my term abroad (this does not apply to summer/winter/spring break participants). I also understand that I must make room and board arrangements as well as class registration for the semester following my semester abroad.

INDEPENDENT ACTIVITY

When participating in a UCA Sponsored Program, I understand that the University, course instructors or travel coordinators have oversight for me even when I am not participating in supervised group activities. I understand I may have the opportunity to leave the group periodically, subject to the course instructor's requirements for participating in and attendance at classes and other activities, which are a required part of the overall program. During all times that I deviate from the program itinerary or group activities, I will be responsible for my own safety and agree not to hold the University of Central Arkansas liable for any injuries to my person, including death, or property or any other losses resulting from independent travel on my part before, during or after the program. When participating in an Independent Study Abroad Program, I understand that my program is not associated with UCA, I am responsible for my own safety and agree not to hold the university liable for any injuries to my person, including death, or property or any other losses resulting from independent travel for the entirety of my program and travels to, within and from the United States and my host country.

RULES & GUIDELINES ACKNOWLEDGEMENT FORM

In addition to the "Agreements and Releases" in the Study Abroad Application, please read and initial by each of the following statements. Your initials indicate that you acknowledge, clearly understand and agree to abide by the rules and guidelines set by UCA, the Office of Study Abroad (OSA) and the Faculty Leader.

Rules and guidelines have been established to ensure a secure and respectful academic experience abroad. Failure to follow rules and guidelines stated on this form, in the application or published by UCA, the OSA or your Faculty Leader can result in immediate dismissal from the program at your own expense and without refund.

I acknowledge, clearly understand and agree to each of the following statements:

_____ By submitting my study abroad application, I agree to pay all fees associated with my program. I understand that The University reserves the rights to alter, change or revise schedules, credits and costs.

_____ Payment deadlines are set in order to make arrangements on my behalf. Deadlines are independent of all types of aid, including, but not limited to: TAGs, Scholarships, Financial Aid, etc. I agree to pay program charges through the Office of Student Accounts by the published dates regardless of anticipated funding.

_____ I understand my publicized program cost does not include tuition and fees and that course charges are dependent on the number of courses I choose to take while abroad. Course fees will be posted near the end of the spring semester for summer programs.

_____ If I wish to withdraw from a study abroad program, I must submit the *Study Abroad Withdrawal Form* to OSA and understand that submitted payments will not be refunded and past-due payments will not be removed from my account.

_____ Verbal/written confirmation of my intent to withdraw or failure to submit payment by the published deadline will not be considered withdrawal from the program. I am responsible for all charges and late fees assessed to my account.

_____ The OSA will confirm receipt of my *Study Abroad Withdrawal Form* via email to the address that I provide in my Study Abroad Application. I fully understand what is meant by "receipt" of this form and it is my responsibility to confirm receipt of my *Study Abroad Withdrawal Form* by the UCA OSA. I am not officially withdrawn from the program until I receive confirmation in writing from the OSA.

_____ To be exempt from future program charges not yet due, my *Study Abroad Withdrawal Form* must be **received** by the OSA at least one(1) full business day prior to the payment due date. I will pay current/past due payments, regardless of withdrawal the program.

_____ I must select courses for my program and obtain approval by the Faculty Leader(s) upon submitting my Study Abroad Application. To change courses at a later date I will be required to follow standard UCA Change of Course policies and procedures as published the Office of the Registrar. If a selected course is cancelled, I will be advised by the OSA and given the opportunity to select a different course. I understand I cannot change courses past the publicized deadline.

_____ I must submit a copy of my passport to the OSA by the published date. Failure to do so will not automatically dismiss me from the program or excuse me from program charges. If the OSA is not able to make a reservation on my behalf (e.g. airline tickets, etc.) because I have not submitted my passport copy, I will make arrangements for the respective services and cover the additional cost of those services. I will not receive a refund of any program fees.

_____ After acceptance to the program, important details and a Pre-Departure Checklist will be provided by the OSA and my Faculty Leader, I will read and understand all information provided and submit all required paperwork by the published dates to the OSA. If I submit documents to or via another campus department, participant or the Faculty Leader, I am responsible for lost or misplaced documents prior to receipt by the OSA and understand that the OSA considers a document to be submitted at the time it is received in the office.

_____ I must complete an Online Pre-Departure Orientation to verify my level of preparedness. I understand that this is required and failure complete it may result in immediate dismissal from the program without refund.

_____ I agree to show flexibility on details related to program dates and itinerary as small changes may be required to provide the most affordable and safe academic program abroad.

_____ I understand as a program participant between the ages of 18 and 64, I will be provided with two types of insurance: IEES Medical and ISIC Emergency Travel. It is my responsibility to review the details of coverage on the Health and Safety tab on the Office of Study Abroad website and to notify an OSA staff member of the level of ISIC coverage I am choosing. (Basic: Included / Premium: an additional \$74 will be posted to my program charges) If I am over the age of 64, I must provide proof of international coverage purchased independently.

_____ While abroad, I am expected to be fully engaged in all class meetings and activities. I must engage in class discussions and projects organized by my Faculty Leader and other representatives. Visiting internet cafes to research items will not substitute for taking an active role in class. I must keep my Faculty Leader informed of any plans of all independent travel outside of the itinerary.

_____ While abroad, I understand housing arrangements and other reservations were made by the University of Central Arkansas for me. Inviting guests that are not registered members of the program into my place of residence or other sites is against policy and could be grounds for my immediate dismissal from the program at my own expense.

_____ I acknowledge that the cost of the hotel room is included in the price of my Study Abroad program. I am aware that all other charges that may be incurred for the room (food, damages, etc.) are my personal responsibility and must be paid for out of pocket. I understand that if I incur additional room charges, it will be my sole responsibility to pay them. I further understand the Office of Study Abroad and UCA will not pay these charges. I understand this waiver covers all hotels covered in the cost of my program.

_____ I am solely responsible for my personal belongings and cannot hold other participants or Faculty Leaders responsible for damage to or loss of my property.

_____ If I choose to deviate from my return flight schedule: I will be responsible for all arrangements and will be required to pay any change fees directly to the airline and/or service provider. I will not leave my program prior to the published end date. I will keep my Faculty Leader informed of any intended flight deviations. If I leave the program prior to its completion for any reason, I understand the University has no responsibility to provide or arrange transportation.

_____ I understand the Office of Study Abroad arranges group travel arrangements. If flights are included in my program cost, I can only adjust my travel plans with the Faculty Leader's consent and within the policies and guidelines offered by the airline for group travel. I understand I cannot exclude international flights from my program cost in order to better fit within my personal plans. Flights reservations are made with Little Rock, Arkansas as the starting and concluding destination.

Office of Study Abroad Use: please do not write below this line.

Applicant has reviewed, initialed and expressed verbal confirmation of clear understanding and acceptance of each statement on the Rules and Guidelines Acknowledgement Form as well as insurance coverage information.

Signature Office of Study Abroad

Date

FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM INSURANCE COVERAGE

Please read the contents of this page thoroughly before submitting your application.

Registered participants of Faculty-Led Study Abroad programs between the ages of 18 and 64 will be provided with two forms of insurance coverage. The cost of coverage is included in program fees although some upgrades are available for an additional cost.

Program participants will be provided with insurance cards prior to departure. While abroad, participants should be prepared to provide proof of insurance coverage in case of emergency and also to cover their services abroad, keeping all receipts. Upon return, program participants must work directly with the insurance provider to submit any claims.

While the Office of Study Abroad is an issuing office of the insurance policies mentioned below, we cannot advise on matters regarding policy details or claims. For these matters, contact the carrier directly.

Full policy details are provided under the Health and Safety tab on the Office of Study Abroad website, www.uca.edu/studyabroad.

International Education Exchange Services (IEES)

No action required to obtain coverage. Program participants are automatically covered.

IEES is a third party administrator who administers your insurance policy and processes the medical claims for BCS Insurance Company. BCS underwrites the medical benefits portion of your insurance policy.

This type of medical coverage fulfills the international needs of program participants and lasts for the duration of the program abroad.

International Student/Teacher Identity Card (ISIC/ITIC)

*Some action required to obtain coverage. See below. **

ISIC is the only internationally accepted student ID card and proof of student status used today. These cards, purchased through STA Travel, provide a world of benefits and services to nearly 5 million people worldwide every year.

More than an ID card, they also offer:

- Discounts to nearly 33,000 locations in 103 countries
- Mobile phone and calling card communications package
- Emergency Travel Insurance Plan *i.e. baggage delay*
- Emergency Assistance
- Photo Identification

*Program participants are automatically enrolled in Basic Level Coverage. If you choose to upgrade to Premium Level Coverage, your program cost will be raised \$74. You are encouraged to visit the website referenced above to review your coverage options.

*All program participants are required to submit 1 passport sized photo that will be used to create their card, regardless of the level of coverage.

Please notify the Office of Study Abroad at the time you apply if you wish to upgrade to premium coverage and keep this page as a reminder. CHOSEN LEVEL OF ISIC INSURANCE COVERAGE: Basic Premium

Cancellation & Refund Policy

The UCA Office of Study Abroad must pay a variety of charges to its international partner institutions and organizations to hold places for study abroad students. Careful planning goes into developing study abroad programs and the Office of Study Abroad incurs a number of expenses overseas well before a student arrives to his/her study abroad destination. Other program expenses are incurred before the program begins based on the estimated or in some cases exact number of participants. Therefore, it is not possible for payments or charges to be refunded in-full if a student chooses to withdraw from a program. In order to withdraw from a Study Abroad program, students must submit the Study Abroad Withdrawal Form.

- *If you withdraw from a UCA Study Abroad program after the program officially begins, you will not be refunded any of the program costs or application fees, including housing and airline tickets, unless and until the service provider reimburses us or releases us from our financial obligation.*
- *If you are receiving financial aid and withdraw from a study abroad program, you must contact the UCA Financial Aid Office immediately as it may affect your financial aid package.*
- *The Study Abroad Application Fee is non-refundable once paid.*
- *The Office of Study Abroad recommends that students purchase refundable airline tickets (when applicable) and/or trip cancellation insurance to safeguard against losses or penalties should a program be canceled or its dates changed.*
- *The Office of Study Abroad assumes no responsibility for such losses or penalties and the University of Central Arkansas reserves the rights to alter, change or revise schedules, credits and costs.*

UCA Faculty Led & Language Immersion Programs

All program cost payments are non-refundable, including future payments posted to student's UCA account. To be exempt from future program charges not yet due, the *Study Abroad Withdrawal Form* must be **received** by the Office of Study Abroad at least **ONE** (1) full business day prior to the payment due date. Students are obligated to pay current/past due payment installments, but may be exempt from payment of future program installments, excluding the application fee and any portion of the program cost which is unrecoverable. This may require the student to pay part of the program cost, even if he or she does not attend the program. It is in the student's best interest to submit the Study Abroad Withdrawal Form to the Office of Study Abroad immediately upon making the decision to withdraw.

- *Once a student has been accepted by the faculty program director, they must submit a \$500 deposit at the UCA Student Accounts Office. All deposits once made are **non-refundable**.*
- *If a student voluntarily withdraws from a study abroad program after the program officially begins, **NO** money will be refunded.*
- *If a student is required to withdraw from a study abroad program for academic or conduct reasons after the program officially begins, **NO** money will be refunded.*
- *Students in any program who choose not to participate in a program activity, either mandatory or non-mandatory, (such as a field trip, excursion, cultural event, etc.) will **NOT** be refunded any portion of the program cost.*

UCA Semester / Year Exchange Program & ISEP Direct Enroll

The UCA Office of Study Abroad \$40 Study Abroad fee is **only** refundable if you are not accepted to the program. Students who withdraw their application before decisions are made will not be refunded any associated program fees or the \$40 UCA Study Abroad Fee. Any additional portions of application charges are subject to the refund and payment policies of the respective organizations.

- *The Office of Study Abroad will NOT provide any refunds for any fees paid to ISEP for an ISEP Direct Enroll Program or fees paid to a partner university for ANY reason.*
- *Please contact ISEP or the partner university directly with questions regarding refund policies.*

Non-UCA Affiliated Programs (Independent Direct Enroll)

The UCA Office of Study Abroad \$40 Study Abroad fee is **only** refundable if you are not accepted to the program. Students who withdraw their application before decisions are made will not be refunded any associated program fees or the \$40 UCA Study Abroad Fee. Any additional portions of application charges are subject to the refund and payment policies of the selected program.

- *The Office of Study Abroad will NOT provide any refunds for the any fees paid to the host institution or study abroad provider for ANY reason.*
- *Please contact the host institution or study abroad provider with questions regarding refund policies.*
- *A denial letter from the host institution or study abroad provider must be submitted in order to process refund of application fees or international insurance.*

International Travel & Emergency Insurance Policy Payments

Fees paid for ISIC Cards are non-refundable, the coverage and benefits are active for one year from date of issue, students who withdraw from the program will continue to have access to all policy benefits for the period of coverage.

Fees paid for IEES insurance are **only** refundable if you are not accepted to the program AND if your Withdrawal Form is received at least **ten** (10) full business days prior to coverage start date.

The Office of Study Abroad encourages participants to purchase trip cancellation insurance to safeguard against losses or penalties should a program be canceled or its dates changed. The Office of Study Abroad and the University of Central Arkansas reserves the rights to alter, change or revise schedules, credits and costs.

Tuition & Fees

Please note that program fees are not the same as tuition. Program fees may range from the non-refundable deposit upwards. Tuition and fee refunds follow the schedule outlined by the UCA Student Accounts Office: www.uca.edu/studentaccounts



STUDY ABROAD WITHDRAWAL FORM

University of Central Arkansas

(Please Type or Print All Information Clearly)

My plans have changed, I will not be participating the UCA Study Abroad Program for which I am registered: *(program name)* _____.

I request to be officially withdrawn from this study abroad program. Please cancel registration for my selected study abroad courses.

Name *(Last, First)*: _____ UCA ID: _____

Home Phone: (_____) _____ Mobile: (_____) _____

E-mail Address: _____

By signing this form, I confirm that I have read and understand all published payment policies and Office of Study Abroad guidelines as well as each of the following statements:

I am responsible for paying any outstanding charges to the University associated with my enrollment and withdrawal and for clearing any outstanding obligations owed the University and that failure to do so may impact upon my ability to enroll or receive or any other services provided by the University in the future.

Submitted payments will not be refunded and past-due payments will not be removed from my account; I am responsible for all charges and late fees assessed to my account.

Program withdrawal may require repayment of scholarships, grants or federal financial aid, in accordance with federal guidelines.

The Office of Study Abroad will confirm receipt of this form via email and my official date and time of withdrawal is determined by the date and time of receipt by the Office of Study Abroad.

Signature

Date

For Office of Study Abroad Use: please do not write below this line.

Received UCA Office of Study Abroad: Date: _____ Initials: _____

Email Confirmation of Withdrawal Sent: Date: _____ Initials: _____

(attach the confirmation email to this form after sending)

Total Paid: \$ _____ Next Payment Due Date/Amount: _____

Action: _____

Print and attach written confirmation / emails of any action taken.

As applicable, the following individuals/departments should be sent an official withdrawal notice:

Financial Aid Student Accounts Registrar Faculty Program Director

Vendors/Providers: _____

Signature, Office of Study Abroad

Date