



Marshall University Study Abroad Contract

(For MU Study Abroad Exchange Programs, MU Faculty-Led Programs,
and Non-MU Study Abroad Programs)

This Study Abroad Contract will guide and inform Marshall University students of certain required policies and procedures regarding study abroad. Initial each item in ink after you read it to accept the conditions stated.

CONDITIONS FOR ENROLLMENT

Students must be at least 18 years old to participate in study abroad programs. Minors may participate in MU faculty-led programs only, if approved to participate by MU faculty-led program director.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

The undersigned will be a student duly enrolled in a study abroad program for which credit shall be granted upon successful completion of the program.

The undersigned will study at _____, an MU Study Abroad Exchange Program, MU Faculty-Led Program or Non-MU Program. The undersigned understands that he or she must deliver an executed copy of the Study Abroad Contract to the Study Abroad Office (SA) prior to enrollment in any study abroad program. Completion and delivery of this form is required to enroll in any study abroad program and to receive credit.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

A. ACADEMIC RESPONSIBILITIES: The undersigned agrees to the following policies and procedures relative to academic matters:

Credit Pre-Approval:

Pre-approval for study abroad credit for **MU Study Abroad Exchange Programs, MU Faculty-Led Programs** and **Non-MU Programs** (MU student pays tuition and fees to the host institution) will be determined by the student's Academic Advisor or Dean. A Study Abroad Credit Approval Form must be completed and turned in to the SA office **BEFORE** a student is approved for his or her study abroad experience. The form must be completed and submitted prior to each term of enrollment in a study abroad program. The Study Abroad Credit Approval Form is a contract between the student and MU stating amount of credit and which credit will be granted for courses taken at another university. In the absence of a current articulation agreement, it is the student's responsibility to provide course descriptions and all other required information needed to determine course equivalencies. Transient Credit, credit taken at another university as a non-degree student, earned from study abroad can be classified as required, elective, equivalent, or unclassified (no match at MU). In cases where course descriptions cannot be determined before a study abroad program begins and where on-site course registration occurs upon arrival, students and advisors should complete the Study Abroad Course Credit Approval Form to the best of their abilities **BEFORE** the student departs. In instances where a student is applying for a program with a competitive placement, course equivalencies will be determined once a student has been accepted to a program and courses have been identified. **It is the student's responsibility to inform the Study Abroad office of any changes in course registration in order to determine new MU course equivalencies and credit hours.** Students and advisors should correspond via e-mail, once the student has arrived overseas and has registered for classes abroad, at which time the Study Abroad Credit Approval Form should be revised. **No course equivalencies or credit hours will be guaranteed for courses that are not approved prior to enrollment in the study abroad program.**

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

Course Registration and Prerequisites: Study Abroad Registration for **MU Study Abroad Exchange Programs and Non MU Study Abroad Programs** will be coordinated by the Study Abroad Office. Full-time students will be registered for 15 credit hours during Spring or Fall semester and 3-12 hours during summer terms in order to be billed for tuition and room and board (when applicable), or have waivers applied. Registration for actual classes is usually done by the student upon arrival at the exchange institution. MU has no control over the registration process at host institutions, and students must follow the rules for registration and prerequisites at the host institution. **MU Faculty-Led Programs** will set their own policies for course registration and prerequisites.

It is the student's responsibility to ensure full-time registration by corresponding with the SA office to update the Study Abroad Credit Approval Form with all course equivalency information.

Student Initials _____ Parent/guardian initials if the student is a minor _____

Grades and Credit/No Credit: MU Study Abroad Exchange Programs and Non-MU Programs may offer transient credit. Grades will be awarded by the host institutions which will appear on the student's MU transcript unless the student selected credit/no credit on their Study Abroad Course Credit Approval Form. The MU transcript will show the name of the host institution, course titles and the number of credit hours earned. Transient credit is given for classes passed with a grade equivalent of "C" or better, as was pre-approved on the student's Study Abroad Credit Approval Form, or as the student can demonstrate retroactively with a course description, the host institution transcript, and any additional required information. Failed classes receive no credit. The SA office recommends that students take their courses for credit/no credit if approved by their academic advisor for their major. **MU Faculty-Led Programs** will set their own policies for grades and credit/no credit.

Student Initials _____ Parent/guardian initials if the student is a minor _____

B. FINANCIAL AID RESPONSIBILITY: The undersigned agrees to the following policies and procedures regarding Financial Responsibility:

Financial Aid & Scholarships: Students who utilize financial assistance (scholarships, grants, or student loans) to cover their study abroad educational costs must read the Financial Aid Study Abroad procedures at <http://www.marshall.edu/sfa/eligibility-costs/dual-enrollment-study-abroad/financial-aid-application-procedures-for-study-abroad/>. There is a process that must be followed to receive financial aid for studying abroad, as well as rules that must be followed to renew financial aid & scholarships upon return from study abroad. In addition, students planning to study abroad must meet with the Marshall University Financial Aid Counselor, Sr., staff person who is responsible for study abroad students, for in-depth financial aid counseling.

Student Initials _____ Parent/guardian initials if the student is a minor _____

Administrative Fee: All **MU and Non-MU Study Abroad Program** participants are required to pay a \$100.00 non-refundable study abroad fee. This fee is assessed upon registration for the study abroad courses. Students must also pay any applicable fees required by **ISEP and Non-MU Study Abroad Program** sponsoring institutions and organizations. Students participating in certain exchange programs may be required to pay tuition, room, and board at Marshall University in lieu of paying these fees at their host institutions.

Student Initials _____ Parent/guardian initials if the student is a minor _____

Program Fees: Students enrolled in an **ISEP program** are responsible for the applicable program fee that is submitted with the application. Students enrolled in **Non-MU Programs** are similarly responsible for all mandatory fees as established by such institutions or organizations.

Student Initials _____ Parent/guardian initials if the student is a minor _____

Program Cancellation: The undersigned understands that Marshall University reserves the right to cancel any **MU Study Abroad Exchange or MU Faculty-Led Program** without notice, in which event all refundable monies paid toward program costs will be refunded in full. Each **Non-MU Study Abroad Program** has its own cancellation and refund policy to which the student must adhere.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

Program Withdrawal: Return passage and all other expenses occasioned by a participant's voluntary or involuntary withdrawal from a **MU Study Abroad Exchange Program, MU Faculty-Led Program, or Non-MU Study Abroad Program** shall be the sole and exclusive financial responsibility of the student concerned, unless otherwise specified.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

C. BEHAVIORAL RESPONSIBILITIES: The undersigned assumes full responsibility for understanding and adhering to expected, appropriate behavior while participating in any study abroad program. As a guest in a foreign country, there are certain behaviors which are considered unacceptable and could lead to possible disruption of the program. The undersigned hereby assures the University that he/she shall conduct himself/herself in an appropriate manner which does not infringe upon the customs and mores of the country in which the program is being conducted, nor upon the rights and safety of the undersigned and of other participants of the program. Behavioral responsibilities shall be applicable during the course of the program both when in the company of other program participants and when the undersigned is physically separated from other program participants. When participating in **MU Study Abroad Exchange Programs, MU Faculty-Led Programs, or Non-MU Programs**, the undersigned must adhere to all policies outlined in the Marshall University Code of Student Rights and Responsibilities (see undergraduate catalog). In addition to cultural disruptions, inappropriate behavior may compromise the health and safety of the undersigned. Inappropriate behavior is cause for dismissal from MU programs, without refund, and return flight and other costs will be the student's sole responsibility.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

Illegal Drugs: The use or possession of illegal drugs during a study abroad program is cause for immediate dismissal from MU programs without refund. Furthermore, laws in other countries may have severe penalties for those caught with drugs. Neither U.S. Embassies nor MU can do much more than contact your family if you are arrested and detained abroad.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

Arrest: Inappropriate behavior in some countries may lead to student arrest. It is the student's responsibility to become informed about the legal systems of the host country (ies) in which they are traveling and studying.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

D. MEDICAL RESPONSIBILITY: The undersigned acknowledges that there are certain risks inherent in international travel and that Marshall University cannot assume responsibility for the provision of medical services for its students or for the payments thereof. The undersigned is expected to have consulted with a medical doctor, as he/she may have deemed necessary, with regard to any individual medical issues or needs. Further, the undersigned is aware that the University cannot be responsible for attending to any of the medical needs of the undersigned. The undersigned acknowledges that medical services and treatment in other countries may not meet his or her expectations. The way that medical help is provided and how patients are treated is culturally dependent and can vary considerably from one country to another.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

E. Health and Travel Insurance: The undersigned is aware that, should he/she be hospitalized while in a foreign country or in the United States during participation in the program, the University cannot and does not assume legal responsibility for payment of such costs. Rather, the undersigned understands that all study abroad program participants are required to purchase sufficient medical, travel assistance, evacuation, and repatriation insurance prior to participating in this program. Marshall University shall not assume responsibility for student medical expenses. Participants in MU Study Abroad Exchange Programs and MU Faculty-Led Programs are required to purchase sufficient insurance. Participants in Non-MU Programs may be required to enroll in a specific insurance plan as designated by the institution, organization, or school. Before participating in a study abroad program, students must demonstrate proof of adequate insurance to the Study Abroad office. Students enrolled in the ISEP program are required to purchase international health insurance through ISEP’s insurance program.

The “departure to return” period of coverage is required with the following minimum coverage:

- a. Medical benefits of at least \$100, 000 per accident or illness.
- b. Repatriation of remains in the amount of \$25,000
- c. Expenses associated with medical evacuation of the program participant to home country in the amount of \$50,000.

Note: MU international students participating in the Summer Study Abroad programs must consult with the insurer and purchase adequate coverage based on the student’s home country geographic location, and flight costs.

- d. A deductible not to exceed \$500 per accident or illness.

Student Initials _____ Parent/guardian initials if the student is a minor _____

F. INOCULATIONS AND VACCINATIONS: The undersigned understands that prior to their departure they must visit the MU Medical Center, a public health department, or their personal physician who is aware of the International Health Regulations adopted by WHO to ensure that the undersigned has received all required vaccinations and inoculations and has obtained official International Health Certificates. **The undersigned must receive all vaccinations and inoculations required by the host country AND receive the proper certificate of verification from the health care provider.** The undersigned will be checked for appropriate documentation at the immigration desk. The undersigned also understands that if they do not have proof of vaccination or inoculation, they may be either refused admittance to certain countries or given the appropriate shot at the border. In addition, the undersigned understands it is recommended that they check with their physician to determine if they are in need of any additional booster inoculations, immunizations or vaccinations including Hepatitis B, MMR or any others that are deemed necessary.

Note: You should make an appointment for international travel vaccinations at least two months prior to your departure date. Vaccinations may require 4 -6 weeks or more to take effect.

Student Initials _____ Parent/guardian initials if the student is a minor _____

G. STUDENTS WITH DISABILITIES: The undersigned acknowledges that the absence of law mandating equal access for individuals with disabilities in some countries may affect their ability to have access to accommodations in certain locations. Disclosure of the disability to MU Office of Study Abroad will ensure that every effort is made to prepare the undersigned for limitations to access in certain locations and for requesting accommodations for a disclosed disability.

Student Initials _____ Parent/guardian initials if the student is a minor _____

H. ORIENTATION: A required pre-departure orientation program will be provided during the semester immediately prior to participation in study abroad for students participating in an **MU Study Abroad Exchange Programs, MU Faculty-Led Programs and Non-MU Programs.** The undersigned agrees to attend the **required** orientation, read any pre-departure information, and ask questions if information is unclear.

Student Initials _____ Parent/guardian initials if the student is a minor _____

I. LIVING ARRANGEMENTS: The undersigned acknowledges that housing accommodations vary from one location to another. Because of the nature of the actual arrangements with the institutions and organizations abroad, students may not be free to make their own private living arrangements but in other cases may have no other option than to make their own arrangements. Students accepted for enrollment in an **MU Study Abroad Exchange Programs or MU Faculty-Led Program** agree to accept the housing or facilities provided by the host institution or program, whether it be a university dormitory, apartment or private family. Every effort will be made to accommodate the student's preference, but this can be done only within the limits of available housing.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

J. TRAVEL: Marshall University does not view study abroad programs as travel tours. While travel during free time can be quite educational, the University does not grant academic credit for travel. Study abroad is academic in nature, and students must expect to invest at least the same amount of time and effort that would be required at home for courses of the same academic level being held through a study abroad program. Travel on weekends and holidays must not conflict with the regular class schedule; students are responsible for making travel plans which will permit them to attend all regularly-scheduled classes and field trips. Students participating in a **MU Study Abroad Exchange Programs or MU Faculty-Led Program** must notify the contact individual in the host country prior to any travel outside of the host city. Students are responsible for obtaining their own passports, visas, and other necessary travel documents. MU is not responsible for students who are unable to participate in a study abroad program because of late application for passports, visas, or other documentation.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

K. STATEMENT OF RISK: The undersigned acknowledges that the decision to study in a particular region of the world must be made by each student and his or her family in light of their own interpretation of current events. It is regrettable, but true, that nowhere in the world, including many U.S. cities, can one expect a completely safe environment. It is impossible for anyone to predict future events or give guarantees about the course of events in the world. Through the pre-departure information packets and orientations, MU offers students as much information and guidance, as is possible, regarding health and safety issues within the contexts of different cultures. These issues include, but are not limited to the following:

- Alcohol - consumption, public intoxication, laws and arrest
- Drugs – use, possession, sale of, laws and arrest
- Vehicle and other transportation – driving, travel warnings, laws and arrest
- Legal systems in different countries – laws, rights, arrests
- Assault – avoiding attracting attention, when and where to travel, laws and arrest
- Theft - protecting valuables
- Health – over-all wellness and avoiding illness and injury, carrying adequate insurance, visiting a physician before travel, traveling with appropriate medications, prescriptions, and medical records

It is ultimately, each student's responsibility to research the area he/she intends to visit before deciding to participate in any study abroad program.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

L. ACCEPTANCE OF NAFSA GUIDELINES: The undersigned agrees to read and accept the Responsibilities of Participants section of the Guidelines for Responsible Study Abroad: Health and Safety, created and promoted by NAFSA, that are below.

Participants should:

- Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider their health and other personal circumstances when applying for or accepting a place in a program.
- Make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy program experience.

- Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families, and any others who may need to know, about their participation in the program, provide them with emergency contact information, and keep them informed on an ongoing basis.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Accept responsibility for their own decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program policies for keeping program staff informed of their whereabouts and well-being.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

M. COMPLETION OF DOCUMENTATION: The undersigned agrees to provide, read, complete, and sign the following forms and documents before being permitted to enroll in the study abroad program as well as to provide the Study Abroad Office with:

1. Copy of passport
2. Study Abroad Course Credit Approval Form
3. Emergency Contact Form
4. MU Health Form
5. Proof of health insurance

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

N. OVERSEAS CONTACT INFORMATION: If participating in an **MU Study Abroad Exchange Program, MU Faculty-Led Program or Non-MU Program**, the undersigned agrees to contact the MU Study Abroad Coordinator upon arrival at their host institution with notification of safe arrival, current phone number, e-mail address, and physical address.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

O. UPON RETURN: In order to assist with further promotion and encouragement of study abroad on campus, all study abroad students will be required to do **one thing** to promote the program. This item can be of the student's choice and can include, but is not limited to, the following: classroom presentations, maintaining a blog while abroad, participating in any of the Study Abroad Office's campus events, offering study abroad photos for office use, and other promotional items.

Student Initials _____ **Parent/guardian initials if the student is a minor** _____

MEMORANDUM OF UNDERSTANDING

I hereby agree to comply with the terms of the Study Abroad Contract, copies of which are attached hereto and incorporated herein by this reference. I certify that I have read these forms, understand the provisions thereof, and agree to be bound hereby.

Student Name (please print)

Student Date of Birth

*Student Signature

Date

Program Name

Program Location (city and country)

Study Abroad Program Sponsor

Academic Term of Study Abroad Program (check all that apply and fill in dates):

Semester	Program Starting Date	Program Ending Date
<input type="checkbox"/> Fall		
<input type="checkbox"/> Spring		
<input type="checkbox"/> Academic Year		
<input type="checkbox"/> Summer		
<input type="checkbox"/> Other		

Mailing Address in U.S. while away on study abroad program

Dates for which the above address is valid

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

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

Name of Parent or Guardian (please print)

Signature of Parent or Guardian

Date

Original executed document must be submitted to the Study Abroad Office prior to enrollment and participation in the intended Study Abroad program. Faxed copies will not be accepted.