



**Northwestern University Parent-Student Agreement  
Regarding Student Participation in All Study Abroad Programs During Fall, Winter, and/or Spring Quarters 2010-11  
& Summer 2010 Study Abroad Programs Not Administered by Northwestern**

**STUDENT NAME:** \_\_\_\_\_

PROGRAM(S)	LOCATION(S)
First Choice:	Country:
Second Choice:	Country:
Third Choice:	Country:

*Note:* Most Northwestern students study abroad on programs run by a provider rather than enrolling directly in a foreign university. Please include the name of the program provider or university you're applying to above (e.g., IES Abroad Berlin, BCSP-Indiana University, etc.).

**Please read this document very carefully.**

For more information on Northwestern Study Abroad policies and procedures, consult the Study Abroad website: [www.northwestern.edu/studyabroad](http://www.northwestern.edu/studyabroad)

We, (student) \_\_\_\_\_ and (parents or legal guardians) \_\_\_\_\_ have reviewed this document and understand and agree to the following terms and conditions:

**1. General Policies and Procedures for Students Applying to All Programs**

- a. In applying for permission to study abroad as a Northwestern University student in the programs listed above, we understand that Northwestern provides important support services but cannot guarantee the student's satisfaction with the chosen program.
- b. We have carefully read the official publications issued by the programs listed above and agree to all conditions, regulations, and/or restrictions stated in them. We understand that statements or comments about the programs made by Northwestern faculty or staff are for information only and should not be construed to modify, amend, or interpret the programs as described in official publications. We agree that our student will be subject to the rules and regulations of her/his study abroad program during the period of his/her attendance there.
- c. *For students applying to study abroad during fall, winter, or spring quarters:* We have carefully read, understand, and agree to abide by the Northwestern Study Abroad rules and regulations regarding the application process and important academic, financial, health and safety, and other issues, as explained in the Study Abroad Handbook (available at [www.northwestern.edu/studyabroad/forms/](http://www.northwestern.edu/studyabroad/forms/)), which the student has read. Parents may request that a copy of the Handbook be mailed to them by calling the Study Abroad Office at 847-467-6400 or e-mailing [studyabroad@northwestern.edu](mailto:studyabroad@northwestern.edu). We have also read, understand and agree to comply with the general Northwestern Study Abroad Requirements as well as the specific study abroad program's requirements. These are found on the specific Program pages on the Study Abroad Office website at: [www.northwestern.edu/studyabroad](http://www.northwestern.edu/studyabroad).  
  
*For students applying to study abroad during the summer:* We have carefully read, understand, and agree to abide by the Northwestern Study Abroad rules and regulations regarding the application process and important academic, financial, health and safety, and other issues, as explained on the Northwestern Summer Study Abroad Web site at [www.northwestern.edu/studyabroad/programs/summer/Non-NU\\_Programs.html](http://www.northwestern.edu/studyabroad/programs/summer/Non-NU_Programs.html).
- d. We understand that all students studying abroad for Northwestern credit also must adhere to Northwestern rules and regulations, as explained in the Northwestern University Student Handbook ([www.northwestern.edu/handbook](http://www.northwestern.edu/handbook)). Students studying abroad for Northwestern credit on any program, including programs administered by Northwestern and those administered by outside institutions, who violate Northwestern rules and regulations—including Northwestern Study Abroad rules and regulations, noted above—may be subject to further disciplinary action upon returning to Northwestern.
- e. We understand that the resident director or designated administrator of the study abroad program that the student attends has the authority to require the withdrawal of any student whose conduct or academic standing warrants such a step. Furthermore, Northwestern reserves the right to deny credit to students who do not complete their study abroad programs on site, whether they were dismissed from the program or left voluntarily.
- f. We understand that if the student's study abroad plans require a visa, s/he is responsible for obtaining the visa prior to departure. In addition, the student is responsible for taking any requisite medical preparation (e.g., inoculations). As a first step in this preparation, the Study Abroad Office recommends that students consult with Northwestern University Travel Health Services well in advance of departure ([www.nuhs.northwestern.edu/travel.html](http://www.nuhs.northwestern.edu/travel.html)).
- g. We understand that all Northwestern students are required to obtain HTH Worldwide health insurance coverage for the period of time they are studying and traveling abroad, regardless of any other coverage they might have from their parents, Northwestern, or their study abroad program ([www.northwestern.edu/studyabroad/health\\_safety/Health\\_Insurance.html](http://www.northwestern.edu/studyabroad/health_safety/Health_Insurance.html)). We further understand that all students studying abroad are required to register with International SOS, a free security and travel assistance firm ([www.northwestern.edu/studyabroad/outbound\\_students/International\\_SOS.html](http://www.northwestern.edu/studyabroad/outbound_students/International_SOS.html)).
- h. We understand that all Northwestern students are subject to the Undergraduate Residence Requirement. Students are responsible for ensuring that they meet this requirement. The residence requirement is explained in the Northwestern Undergraduate Catalog. Questions should be directed to the student's degree auditor in the Office of the Registrar.

**2. Financial Policies and Procedures for Students Applying to All Programs**

- a. We understand that Northwestern charges a Study Abroad Administrative Fee to cover administrative services for students participating in all study abroad programs *except* Northwestern University exchange programs, the European Union Studies program, and the Public Health in Europe program. This fee for study abroad in 2010-11 is \$2,310 for one or two quarters on the same program, \$3,050 for two quarters on two different programs, \$3,775 for the full year abroad, or \$765 for summer 2010. This fee will not be refundable, in whole or in part, in the event the student withdraws or is dismissed from the program, regardless of the reason for withdrawal or dismissal.
- b. Students with financial holds on their accounts are required to clear those holds before they may leave for study abroad.
- c. We understand that all other fees besides the Study Abroad Administrative Fee are set by the program. We have reviewed the program costs and understand the billing procedures for the programs. Information on costs may be obtained from the programs; billing arrangements are explained at [www.northwestern.edu/studyabroad/financial\\_issues](http://www.northwestern.edu/studyabroad/financial_issues).
- d. We understand that failure to pay any fees related to study abroad may result in a penalty fee, a hold being placed on the student's account, or inability to transfer credit.
- e. If the student withdraws or is dismissed from a program administered by Northwestern University or a Northwestern exchange program, refunds (if any) will be made according to the standard Northwestern refund policy (see the Northwestern Undergraduate Catalog), regardless of the reason for withdrawal or dismissal. Deposits made to programs administered by Northwestern are not refundable. Monies forfeited through withdrawal or dismissal from a study abroad program will not be credited toward tuition fees for further study at Northwestern. The Student Accounts Office will bill the balance due on the cost of the program. If the student withdraws or is dismissed from any other program, refunds of program fees and deposits (if any) will be made according to the policies of the program and *not* according to the standard Northwestern refund policy.

**3. For Students Applying to a Northwestern University Exchange Program**

Students participating in a Northwestern University exchange program will be billed full Northwestern tuition and will not be charged a Study Abroad Administrative Fee. Information regarding program expenses can be found on the individual program pages on the Study Abroad Office Web site. Expense arrangements, room and board, and other costs differ by program. Although tuition will be paid to Northwestern, students will be jointly registered as regular students at Northwestern and the host institution abroad, which shall bear the same responsibility for Northwestern students participating in the student exchange as it does for degree candidates at that institution.

**4. For Students Applying Directly to an Unaffiliated Foreign Institution**

We understand that a student who is approved by the Northwestern Study Abroad Office to enroll directly in a foreign institution (as opposed to enrolling through a study abroad provider or another U.S. college or university) with which Northwestern has no formal affiliation will be responsible for taking care of some issues related to the program on her/his own or with the assistance of staff members at the foreign institution. These include, but are not limited to: applying to and enrolling in the institution; registering for classes; making room and board arrangements; paying tuition and any other fees; making appropriate arrangements in case of an emergency; and having the institution send an official transcript directly to the Study Abroad Office. We also understand that Northwestern may not be able to assist the student as an intermediary, should s/he encounter any academic, financial, or other problems while enrolled directly at the foreign institution.

**5. Release and Covenant Not to Sue — For All Students**

We understand that there are unavoidable risks inherent in studying abroad, and we hereby release and promise not to sue Northwestern University, its trustees, officers, employees, and agents for any damage or injury (including death) to the undersigned student or his/her property caused by, derived from, or associated with, the student's study and/or travels abroad, except for such damage or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of Northwestern.

**Note: The signature of a parent or legal guardian is required for all undergraduates, regardless of age, and indicates that the co-signers have read and understand the statements herein.**

**Signed by:**

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

\_\_\_\_\_  
Printed name

**Parent/Legal Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

**Second Parent/Legal Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(optional)* Signature

\_\_\_\_\_  
Printed name

**Important Note:**

- Please complete all required information on the first page of this agreement.
- If you are mailing, emailing, or faxing this legal agreement to the Study Abroad Office, you **MUST** send **both** pages.

Study Abroad Office  
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Evanston, IL 60208

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[studyabroad@northwestern.edu](mailto:studyabroad@northwestern.edu)