I am applying for permission to study abroad on the program(s) listed in my Northwestern Study Abroad Application and, if approved, I agree to abide by the following statement of responsibilities. I understand that Northwestern University provides important support services but cannot guarantee student satisfaction with the program(s). By signing this agreement, I also agree to share all of the information included in the agreement – particularly the financial policies – with a parent or guardian.

1. Understanding Northwestern Study Abroad Requirements
   a. I have read, understand and agree to comply with Northwestern’s general study abroad requirements and any program-specific requirements for the programs listed in my application, all of which are found on the Study Abroad Office website at: http://wwwnorthwestern.edu/studyabroad.
   b. I have carefully read the official web-based information and/or publications issued by the programs listed in my application and agree to all conditions, regulations and/or restrictions stated in them. I 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 web-based information or publications.
   c. I understand that, if approved to study abroad, I must submit all required pre-departure materials and complete all pre-departure requirements in order to maintain official approval to study abroad.
   d. I also understand that all approved Northwestern students must participate in the Northwestern Pre-Departure Orientation.
   e. Finally, I understand that all Northwestern students are subject to the Undergraduate Registration Requirement: http://www.registrar.northwestern.edu/graduation/undergraduate-registration-requirement.html.

2. Financial Policies and Procedures/Force Majeure
   a. I am aware that if I participate in a study abroad program for which I plan to receive credit at, or from, Northwestern, I must pay the Study Abroad Administrative Fee for the appropriate term(s), unless I am participating in a Northwestern exchange program or certain Northwestern-sponsored programs that are exempt from this fee. These exceptions and fees are listed on the Study Abroad Office website at: http://wwwnorthwestern.edu/studyabroad/resources/online-guide/money-matters/program-costs-fees.html. The fee will not be refundable, in whole or in part, in the event I withdraw or am dismissed from the program, regardless of the reason for withdrawal or dismissal.
   b. I understand that all other program fees besides the Study Abroad Administrative Fee are set by the program provider and/or host institution. I have reviewed the program costs and understand the billing and refund policies and procedures. Information on costs may be obtained from the program providers or, for Northwestern-sponsored programs, by the appropriate study abroad office at Northwestern. Billing arrangements are explained at: http://wwwnorthwestern.edu/studyabroad/resources/online-guide/money-matters/billing-payments.html#billing.
   c. I understand that failure to pay any fees related to study abroad may result in a penalty fee, a hold being placed on my account, or inability for credit to post.
   d. I understand that federal, state, and institutional financial aid may only be applied to affiliated and Northwestern-sponsored study abroad programs. Financial aid will be adjusted for the appropriate term(s) based on program costs
and the Study Abroad Administrative Fee. Additional loans offered for higher expenses related to study abroad are not eligible for Northwestern’s Debt Cap. No financial assistance is available through Northwestern for participation on unaffiliated study abroad programs. **Non-Northwestern students attending Northwestern-sponsored study abroad programs are not eligible for financial aid, loans, or other funding through Northwestern, and should consult their home financial aid office for assistance.** Detailed financial aid policies can be found at:


e. I understand that I am required to clear any financial holds on my account prior to the beginning of the registration period for the study abroad term(s) and before I may leave for study abroad.

f.i. **If I withdraw or am dismissed from a Northwestern-sponsored program during the academic year or summer:** I understand that refunds, if any, will be made according to the Withdrawal Policy for Northwestern-Sponsored Programs: [http://www.northwestern.edu/studyabroad/programs/program-types/northwestern-sponsored-programs/withdrawal-policies-for-northwestern-sponsored-programs.html](http://www.northwestern.edu/studyabroad/programs/program-types/northwestern-sponsored-programs/withdrawal-policies-for-northwestern-sponsored-programs.html). I also understand that any program scholarships, fellowships, travel grants, or other funding awarded to support participation in a Northwestern-sponsored program may be cancelled, and that I am responsible for any balance due resulting from this loss of funding.

f.ii. **If I withdraw or am dismissed from a program during the academic year that is not run by Northwestern, the Northwestern Arles Summer program that is run by IES Abroad, or a Non-NU Summer program:** I understand that refunds of program fees and any applicable deposits will be made according to the policies of the program (which are dictated by the program provider and/or host institution) and not according to the standard Northwestern refund policy applied on campus or the Withdrawal Policy for Northwestern-Sponsored Programs. I understand that I am bound by the program’s billing, withdrawal and refund policies. Monies forfeited through withdrawal or dismissal will not be credited toward tuition fees for further studies at Northwestern. The Student Accounts Office will bill the balance due on the cost of the program.

g. I understand that Northwestern has the right to modify or suspend programs should such decisions be warranted by a change in health or safety conditions: [http://www.northwestern.edu/studyabroad/resources/online-guide/health-and-safety/safety/monitoring-world-events.html](http://www.northwestern.edu/studyabroad/resources/online-guide/health-and-safety/safety/monitoring-world-events.html). I understand that Northwestern has specific policies associated with the issuance of new or updated U.S. Department of State Travel Warnings that may impact my program: [http://www.northwestern.edu/studyabroad/resources/online-guide/health-and-safety/safety/program-modification-or-suspension-due-to-health-or-safety-concerns.html#dosisos](http://www.northwestern.edu/studyabroad/resources/online-guide/health-and-safety/safety/program-modification-or-suspension-due-to-health-or-safety-concerns.html#dosisos). In the event of program cancellation due to a Travel Warning or other health or safety concerns, Northwestern will make reasonable efforts to obtain refunds for recoverable program costs to participants but cannot guarantee any refunds. Unrecoverable program expenses cannot be refunded. In addition, depending upon the circumstances of such a cancellation, I understand that I may not receive any academic credit.

h. I understand that Northwestern shall not be liable to the student/parent for its failure to perform any of its obligations under this Agreement during any period in which such performance is precluded or delayed because it is rendered impracticable or impossible due to circumstances beyond its reasonable control, including without limitation earthquakes, governmental regulations, fire, flood, labor difficulties, civil disorder, U.S. Department of State Travel Warnings and acts of God. Such force majeure events may result in the loss of all deposits and fees.

3. **Health and Safety Policies and Procedures**

a. I understand and acknowledge that there are inherent health and safety risks associated with living and studying abroad, and agree that I am personally responsible for obtaining all health information, medical procedures, immunizations and medications appropriate to my study abroad program for my personal well-being. As a first step in this preparation, Northwestern recommends that students consult with Northwestern University Health Services, travel health services at their own institution, or other travel health providers well in advance of departure.

b. I understand that if my plans require a visa, I am responsible for obtaining the visa prior to departure.

c. I will be responsible for my own health maintenance. In the event of serious illness, accident or emergency, I will inform an appropriate program official so that assistance may be secured and so that my designated emergency contact may be notified.

d. I understand that all Northwestern students who study abroad and non-Northwestern students who participate in Northwestern-sponsored programs are required to obtain HTH Worldwide health insurance coverage for the period of time that they are studying abroad, regardless of any other coverage provided by their parents, Northwestern, or study abroad program, unless they qualify for an exemption ([http://www.northwestern.edu/studyabroad/resources/online-guide/health-and-safety/health/study-abroad-health-insurance.html](http://www.northwestern.edu/studyabroad/resources/online-guide/health-and-safety/health/study-abroad-health-insurance.html)).
e. I agree to enroll my travel dates in the U.S. Department of State Smart Travelers Enrollment Program (STEP), which allows the United States government to act quickly in concert with other governments in the case of an emergency (https://step.state.gov).

4. Code of Conduct
a. I understand that Northwestern students who study abroad and non-Northwestern students who participate in Northwestern-sponsored programs are representatives of Northwestern University and are subject to the Student Code of Conduct in the Northwestern University Student Handbook (http://www.northwestern.edu/studentaffairs/publications). I understand that Northwestern administrators, program providers, host institutions or organizations have the authority to establish and implement rules, regulations, and policies for their programs and that I must abide by them. I understand that students who violate the Northwestern Student Code of Conduct or any other rules, regulations, or policies dictated by their program shall be subject to a variety of sanctions, outcomes, and interventions imposed by my program and/or Northwestern, including potential dismissal from the program.
b. I understand that Northwestern students who study abroad and non-Northwestern students who participate in Northwestern-sponsored programs must adhere to academic conduct policies and academic integrity standards as set forth in the Northwestern University Student Handbook (see link above), which prohibits all academic dishonesty including, but not limited to, plagiarism, cheating, fabrication, obtaining an unfair advantage, aiding and abetting violations of the standards of academic integrity, falsification of record and official documents, and unauthorized access to computerized academic or administrative records or systems.
c. I understand that I am expected to approach my academic work with dedication and integrity and that I am responsible for enhancing my own learning through personal effort. I agree to be fully prepared for each class session and to complete a full load of academic work as determined by my program. Further, I understand that regular class attendance and participation in field trips, experiential learning opportunities, and other activities required by my program are mandatory, and if I fail to attend, I will be subject to a variety of potential sanctions, outcomes, and interventions imposed by my program and/or Northwestern, including potential dismissal from the program.

5. Understanding Courses Taken Abroad, Academic Credit, and Credit Transfer
a. If I withdraw or am dismissed prior to the completion of my study abroad program, I understand that I may not be eligible to receive academic credit from the program.
b. For students participating in study abroad programs that do not offer courses with Northwestern course numbers (see exceptions at: http://www.northwestern.edu/studyabroad/resources/online-guide/academics/grades-gpa-and-transcripts.html): I have read, understand and agree to comply with the requirements regarding courses taken abroad and credit transfer as stated on the Study Abroad Office website and summarized here. To be eligible to transfer credit back to Northwestern, I understand that I must:
   • Enroll in the appropriate number of credits abroad to remain a full-time student at Northwestern,
   • Take all courses included in my full-time load for an official grade (Pass/No pass courses are not transferable),
   • Earn the equivalent of a grade of C or better,
   • Take all courses included in my full-time load that are transferable to Northwestern, and
   • Complete all courses, coursework, and final assessments on site.
I acknowledge that the Northwestern Office of the Registrar, in cooperation with Northwestern schools and departments, will evaluate courses for transfer credit towards Northwestern degree requirements only after Northwestern has received an official transcript directly from my study abroad program’s sponsoring institution. Furthermore, I understand that I need to instruct the sponsoring institution to send an official transcript to the appropriate study abroad office at Northwestern and that it is my responsibility to make sure the office receives the transcript.

6. Program Evaluation and Transcript Agreement
I understand that I am required to submit a completed program evaluation to the appropriate study abroad office at Northwestern and that failure to do so could delay the processing of my study abroad transcript. I understand that the Office of the Registrar will neither release nor issue a copy of an official transcript from another institution, unless authorized or required by law.

7. For Students Applying Directly to an Unaffiliated Foreign Institution
I understand that if I am approved by the Northwestern Study Abroad Office to enroll directly in a foreign institution (as opposed to enrolling through a program provider or another U.S. college or university) with which Northwestern has no formal affiliation, I will be responsible for taking care of some issues on my 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. I also understand that Northwestern may not be able to assist as an intermediary, should I encounter any academic, financial or other problem while enrolled directly at the foreign institution. Finally, I understand that I am responsible for paying the Northwestern Study Abroad Administrative Fee for the appropriate term(s).

8. Information Release
I understand that the Northwestern Division of Student Affairs, or the appropriate office from my home institution, will release information regarding my student conduct record to the appropriate study abroad office at Northwestern and the University Study Abroad Committee and that this information will be used in determining my eligibility for study abroad. I further understand that the academic advisers in my school may release information regarding my academic record to the appropriate study abroad office at Northwestern and the University Study Abroad Committee and that this information may also be used in determining my eligibility for study abroad. I also understand that I may not be permitted to study abroad if I will be on disciplinary or academic probation during the study abroad period, even if my application had been previously approved. I understand that the appropriate study abroad office at Northwestern may release my name and program information to other Northwestern offices, including Counseling and Psychological Services. I understand that appropriate information about my participation in a Northwestern study abroad program will be shared with my home institution (if applicable), including any academic or disciplinary matters. I authorize Northwestern University to release any information in my application or otherwise related to my study abroad experience to the study abroad program officials in the United States and overseas, as well as to the parent(s)/guardian(s) listed in my application, for the purposes of administering the study abroad program. Finally, I understand that my consent is required by the Family Education Rights and Privacy Act of 1974, as amended ("FERPA"), for Northwestern University to release to third parties any personally identifiable information from my education records not defined as "Public Information" under the University’s FERPA policy. I, therefore, give my permission to the appropriate study abroad office at Northwestern to release any of my education records necessary to the administration of my study abroad program to such program abroad / host institution as well as to my parent(s)/guardian(s) and/or my home institution.

9. Waiver
In the event of an emergency in which I cannot be reached, I authorize U.S. Embassies and Consulates to release information concerning my welfare and whereabouts to Northwestern University.

10. Release and Covenant Not to Sue
I understand that there are unavoidable risks inherent in studying abroad, and I 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 my property caused by, derived from, or associated with, my study 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.