



NORTHWESTERN
UNIVERSITY

STUDENT AGREEMENT REGARDING STUDENT PARTICIPATION IN ALL UNDERGRADUATE STUDY ABROAD PROGRAMS DURING SUMMER 2018 AS WELL AS FALL, WINTER AND/OR SPRING 2018-2019

NOTE: Below is the full text of the Student Agreement, which is a required component of the online Northwestern Study Abroad Application. Students must review the Student Agreement carefully and provide their electronic signature confirming that they understand and agree to abide by all of the statements and conditions set forth in the agreement.

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. 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, which are found on the Undergraduate Learning Abroad website at: <http://www.northwestern.edu/abroad>.
- b. I have carefully read the official web-based information and/or publications issued by the program(s) and agree to all conditions, regulations, and/or restrictions stated in them. I understand that statements or comments about the program(s) made by Northwestern faculty or staff are for information only and should not be construed to modify, amend, or interpret the program(s) as described in official publications.
- c. I understand that, if approved to study abroad, I must submit all required pre-departure materials and complete all pre-departure requirements by stated deadlines in order to maintain approval to study abroad.
- d. I understand that if my plans require a visa, I am responsible for obtaining the visa prior to departure. Although Northwestern can assist students with the visa application process, Northwestern is not responsible for visa complications, delays, or denials, nor does Northwestern have any control over visa requirements or granting visas.
- e. I understand that I am bound by my program's housing policies. If my program permits independent housing, I acknowledge that Northwestern strongly discourages students from making their own housing arrangements when housing options are available through their program. I further acknowledge that making independent housing arrangements may expose me to significant risks, including but not limited to terrorism, war, serious bodily injury or death, property damage, and other risks that may not be foreseeable. If I choose to make independent housing arrangements, I assume full responsibility for all risks associated with the independent housing.
- f. 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 here: <http://www.northwestern.edu/studyabroad/guide/money-matters/program-costs-fees.html#saaf>. The fee may not be refundable, in whole or in part, in the event I am withdrawn or 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, and information about these program costs can be obtained from the program provider

and/or host institution. If my program requires a confirmation deposit, I understand that it is my responsibility to pay it directly to the program after being accepted. I have reviewed the program costs and understand the billing and refund policies and procedures. Billing arrangements are explained at: <http://www.northwestern.edu/studyabroad/guide/money-matters/billing-payments/index.html>.

c. I understand that failure to pay any fees related to study abroad may result in a late payment fee, a hold being placed on my account, and/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 programs. Financial aid will be adjusted for the appropriate term(s) based on the 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 programs. Non-Northwestern students attending Northwestern-sponsored programs are not eligible for financial aid, loans, or other funding through Northwestern, and should consult with their home institution's financial aid office for assistance. Detailed financial aid policies can be found at: <http://www.northwestern.edu/studyabroad/guide/money-matters/financial-aid/index.html>.

e. I understand that I am responsible for cancelling my on-campus room and board contract or making arrangements to cover my off-campus housing costs for the term(s) abroad. Financial aid cannot cover the cost of domestic housing, nor the storage or shipment of belongings, during the term(s) abroad.

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

g. I understand that I am bound by the following policies in the event that I must withdraw from my study abroad program:

g.i. If I choose to withdraw after submitting a Program Confirmation Form, I understand that I must immediately inform the appropriate study abroad office at Northwestern in writing.

g.ii. I understand that I may also be withdrawn for reasons that include, but are not limited to: having my approval to study abroad revoked (including for violations of University policy or the law), not obtaining any required visas prior to departure, or failing to comply with program requirements.

g.iii. **If I am withdrawn or dismissed from a Northwestern-sponsored program:** I understand that refunds, if any, will be made according to the Withdrawal and Refund Policies for Northwestern-Sponsored Programs: <http://www.northwestern.edu/studyabroad/programs/program-types/northwestern-sponsored-programs/withdrawal-and-refund-policies-for-northwestern-sponsored-programs.html>. I also understand that any financial aid, loans, 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.

g.iv. **If I am withdrawn or dismissed from any other program:** I understand that I am bound by all billing, withdrawal, and refund policies of the program and/or host institution. Any refunds of program fees and applicable deposits will be made according to the policies of the program and/or host institution, and not according to the standard Northwestern refund policy applied on campus or the Withdrawal and Refund Policies for Northwestern-Sponsored Programs. Monies forfeited through withdrawal or dismissal will not be credited toward tuition or fees for further studies at Northwestern, and financial aid is not available to cover any such charges or penalties. The Office of Student Accounts may bill the balance due on the cost of the program to my Northwestern account.

h. 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/global-safety-security/health-safety/travel-security/travel-modification-or-suspension.html>. I understand that Northwestern has specific policies associated with the issuance of new or updated U.S. Department of State Travel Advisories Level 3 or 4 and Centers for Disease Control and Prevention (CDC) Travel Notice Warning Level 3 that may impact my program: <http://www.northwestern.edu/global-safety-security/travel-policies/undergraduates/index.html>. I understand that in the event of program cancellation due to a change in Travel Advisory, CDC Notice 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, and cannot refund unrecoverable program expenses. In addition, depending upon the circumstances of such a cancellation, I understand that I may not receive any academic credit.

i. 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 Advisory, CDC Notice 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 will take the necessary time to review the information and resources available from the Office of Global Safety and Security: <http://www.northwestern.edu/global-safety-security/index.html>
- b. I agree that I am personally responsible for obtaining all health information, medical procedures, immunizations, and medications appropriate to my program for my personal well-being: <http://www.northwestern.edu/global-safety-security/health-safety/travel-health/index.html>. As an important step in this preparation, I understand that Northwestern recommends that students with chronic, pre-existing health conditions consult with a travel health professional well in advance of departure to plan for potential medical needs during travel: <http://www.northwestern.edu/global-safety-security/health-safety/travel-health/current-health-conditions.html>. All students should take time to determine whether immunizations or prophylactic medications are recommended or required: <http://nuinfo-proto12.northwestern.edu/global-safety-security/health-safety/travel-health/immunizations-medications.html>.
- 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 GeoBlue health insurance coverage for the period of time that they are studying abroad, regardless of any other coverage provided by their parents, Northwestern, or the study abroad program, unless they qualify for an exemption: <http://www.northwestern.edu/studyabroad/guide/health-and-safety/health/study-abroad-health-insurance.html>.
- e. I understand that Northwestern requires study abroad participants enroll with the U.S. Department of State Smart Travelers Enrollment Program (STEP), which issues automatic email alerts from the nearest embassy or consulate as well as allows the United States government to act quickly in concert with other governments in the case of an emergency: <http://www.northwestern.edu/global-safety-security/health-safety/travel-security/security-information.html>. Even non-citizens can register for Travel Alerts. Follow the instructions at: <http://www.northwestern.edu/global-safety-security/health-safety/travel-security/non-u.s.-citizens-abroad.html>. If I am not a U.S. citizen and my country of origin provides a similar service, I understand that I can register for it as a substitute.
- f. I will review the relevant U.S. Department of State country information for my destination and agree to not visit any prohibited regions or cities (e.g. "do not travel to" language) unless granted an exception by Northwestern: <http://www.northwestern.edu/global-safety-security/health-safety/travel-security/evaluating-state-department-advisories.html>.

4. Code of Conduct

- a. I understand that Northwestern students who study abroad and non-Northwestern students who participate in Northwestern-sponsored programs are subject to the Student Code of Conduct in the Northwestern University Student Handbook, available at: <http://www.northwestern.edu/student-conduct/student-code-of-conduct/> and all other applicable University policies. I understand that Northwestern administrators, program providers, and 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 or the University shall be subject to a variety of sanctions, outcomes, and interventions imposed by their 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 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 shall 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. 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 only** (for the list of programs offering direct Northwestern credit, see:

<http://www.northwestern.edu/studyabroad/programs/program-types/northwestern-sponsored-programs/northwestern-sponsored-programs-offering-direct-credit.html>): I have read, understand, and agree to comply with the requirements regarding courses taken abroad and credit transfer as stated on the Undergraduate Learning Abroad website and summarized here. To be eligible to transfer credit back to Northwestern, I understand that I must:

- Enroll in a full-load of transferable courses, that are worth at least 2 semester credits or 2 ECTS credits (or equivalent) each, for an official grade (Pass/No Pass courses are not transferable), and
- Earn the equivalent of a grade of C or above.

Information on courses eligible for transfer and non-transferable courses can be found at:

<http://www.northwestern.edu/studyabroad/guide/academics/choosing-courses-to-take-abroad.html>.

c. 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 issued by my study abroad program's sponsoring institution.

Furthermore, I understand that I need to instruct the sponsoring institution to send an official transcript to Undergraduate Learning Abroad 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 International Students

International students will abide by the rules and regulations associated with their visa type when traveling internationally, which is described by Northwestern University's International

Office: <http://www.northwestern.edu/international/living-working/travel-restrictions/index.html>. Failure to follow these requirements could result in detention by the Customs & Border Patrol (CBP). Northwestern has no authority to intervene in actions taken by the CBP. Such detentions can be lengthy and could result in missed flights/connections; group travel involving international students who are detained by federal authorities will proceed as scheduled. Any additional expenses incurred as a result of any delays related to detention will be the responsibility of the student.

8. For Students Applying Directly to an Unaffiliated Program or Foreign Institution

I understand that if I am approved by Undergraduate Learning Abroad to participate in a program or enroll directly in a foreign institution 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 program staff members. These include, but are not limited to, applying to and enrolling in the program, 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 Undergraduate Learning Abroad. I also understand that Northwestern may not be able to assist as an intermediary, should I encounter any academic, financial, or other problem. Finally, I understand that I am responsible for paying the Northwestern Study Abroad Administrative Fee for the appropriate term(s), and I understand the financial policies and restrictions outlined on the Undergraduate Learning Abroad website:

<http://www.northwestern.edu/studyabroad/programs/program-types/unaffiliated-programs.html#financial>.

9. 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 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 that this information may also be used in determining my eligibility. 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 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 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.

10. Emergency Authorization

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.

11. Release and Covenant Not to Sue

- a. I understand that there are unavoidable risks inherent in studying abroad, and I, on behalf of myself and personal representatives, hereby release, waive, discharge and promise not to sue Northwestern University, its trustees, officers, employees, and agents (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me arising in connection with my study abroad, or while in, on, or upon the premises where the study abroad program is being conducted, or in any place or places connected with the study abroad program, except for such damage or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of Northwestern.
- b. I am fully aware of risks and hazards connected with participating in study abroad, and I am fully aware that there may be risks and hazards unknown to me connected with participating in study abroad, and I hereby elect voluntarily to participate in study abroad and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of my being a participant in study abroad.
- c. I further hereby agree to indemnify, hold harmless, and defend the releasees and each of them, from any loss, liability, damage, or costs they may incur due to my participation in study abroad, unless caused by the gross negligence or willful misconduct of the employees or agents of Northwestern.
- d. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant Not to Sue the above named releasees.

In signing this release, I acknowledge and represent that:

- A. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed;
- B. No oral representation, statements, or inducements, apart from the foregoing written agreement, have been made;
- C. I am fully competent; and
- D. I execute this Release for full, adequate, and complete consideration fully intending to be bound by same.