



I, \_\_\_\_\_, (Student ID# \_\_\_\_\_), hereby understand and agree to fulfill all the terms listed below as a Polk State College ("College") representative participating in the study abroad program to \_\_\_\_\_.

I agree that as a registered student of the College (or community member) and participating in the College-sponsored activities, I am bound by all College rules and regulations regarding student conduct. I agree to comply fully with the rules of the College and its agents, its host institutions, and tour providers.

I understand that the College has the right to terminate my participation at any time for failure to maintain standards of conduct or for any actions or conduct considered to be incompatible with the interest, harmony, comfort and welfare of other students. Should I fail to comply with this agreement, the College has the right to terminate my participation in the program, and I agree to be sent home at my own expense with no refund of monies paid.

I understand that this is an organized program and that group standards must be observed. I will remain under the supervision of the College or its agents at all times and will comply with the rules, standards and instructions for student behavior as noted in the Student Code of Conduct. I hereby waive and release all claims against the College, its agents, host institutions, and tour providers.

I realize that I am a representative of the College, and that I have been chosen to represent the college and its interests. As such a representative, I understand that any actions I take on the trip will negatively or positively affect opinions of others about the College. By accepting participation in this program, I agree to the following:

***Pre-Departure:***

1. I will obtain a passport and visa (if applicable) at my own expense for international travel.
2. I will read the information provided on the Center for Disease Control website regarding recommended immunizations for the host country.
3. I will attend all pre-departure orientations.
4. I will register in the corresponding study abroad course as applicable.
5. I will complete all pre-program and/or post-activities or coursework as applicable.
6. I will pay all program fees by the published deadline dates as applicable.
7. I will submit all program forms and documents by the deadline dates indicated by the Program Leader.
8. I will have access to back up funds to be used in the event of a shortfall due to emergencies or currency fluctuations.

***In the Host Country:***

1. I will respect the authority of the Program Leader/s and will abide by all verbal and written instructions.
2. I understand that I am subject to the laws of the host country. If I am incarcerated for any reason, the U.S. Government has no authority to obtain my release. I understand that I will be processed under the host country legal system and will incur all legal costs associated with that incarceration.
3. I understand that, while the U.S. respects the right of freedom of expression, this is not a universal right and may not be protected by law in some countries. Consequently, I will demonstrate a respect for the host culture even though I

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services and activities.

may not agree with all aspects of it, and I understand that behavior that is inconsistent with this statement may lead to my removal from the program.

4. I will communicate with the Program Leader if I need to separate myself from the group for any reason whatsoever.
5. I will stay in the hotel room as registered or any accommodations as assigned. I understand that the College does not permit students of different gender to room together on school-sponsored activities.
6. I will attend and participate in all aspects of the program, except as excused by the Program Leader.
7. I will participate in the on-site emergency preparation orientation, and I will keep important phone numbers with me at all times.
8. I will ensure that I am on time for all departures by plane, bus, train, or car. I understand that failure to meet the group for departure will result in travel at my own expense to reach the next destination of the study abroad program.
9. I will not consume alcoholic beverages (regardless of age), use illegal substances, or behave in an abusive or inappropriate manner. I understand that these acts are in violation of college rules and may result in dismissal from the program. I will be sent home at my own expense, and I must reimburse the College for any expenses incurred for my participation in the program.

Initials: \_\_\_\_\_

**Upon Return:**

1. I will submit an online program evaluation and thank you card (addressed "To Whom It May Concern") to the Program Leader no later than one week upon my return.
2. I will complete the online Program Evaluation survey.
3. I will participate in all re-entry program activities as assigned by the Program Leader.

***I understand that by signing this agreement I am making a commitment to participate in this program. Should I cancel, I will reimburse the College for all expenses incurred. I also understand that if I do not complete the required paperwork upon my return, the College has the right to revoke any scholarship money received, and I will be responsible for repayment of that amount.***

***I understand that emergency situations might arise that may require a delay in returning on the scheduled date. These delays may incur additional hotel, meals, and airfare expenses. I realize that I will be responsible for paying all fees related to travel delays, and it will be my responsibility to apply to the insurance company to make a claim for reimbursement. I understand that if the College pays any additional fees, I will be responsible for any amount that the insurance will not cover.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name