

PLEASE SIGN AND RETURN

STUDY ABROAD PROGRAM

[NAME / LOCATION OF PROGRAM]

TERMS OF PARTICIPATION ACCEPTANCE FORM

1. I am above the age of 18 years and I have read and agree to abide by the contents of the Terms of Participation for Study Abroad Programs which is attached hereto as Appendix A and incorporated by reference. I understand that I am responsible for my own health, safety, welfare and behavior on this program as well as some meals and personal expenses.
2. I acknowledge that I am required to apply for a US Passport if I do not have a current one. I have read and understand the rules and recommendations described on the US State Department website. I am aware of the Withdrawal Policy. I am further aware and agree that my program fees and/or my West Texas A&M University ("TAMU") tuition and fees must be paid BEFORE I depart on this program.
3. I hereby **ACCEPT** admission to the WTAMU study abroad Program described above. In so doing, I agree that I must sign the WTAMU Study Abroad Waiver of Liability and Hold Harmless Agreement which states, among other things, that I release, quitclaim, discharge, and waive any and all claims I might have arising out of participation in this program against WTAMU, its officers, agents, or employees. I understand that by accepting admission to this program I am making a commitment to observe and obey the rules, regulations, and laws of the WTAMU Code of Student Life, the laws of the State of Texas and the United States of America, as well as the laws of the host country and/or institution. I also understand that any violation of the above may result in immediate expulsion from the program and forfeiture of program fees.
4. **FERPA WAIVER (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)**. I authorize West Texas A&M University to contact and provide information, including my educational records (as that term is used in FERPA), to my parents or spouse. In the case that my emergency contact is not a family member, I authorize West Texas A&M University to contact and provide information, including, as needed, my educational records to my emergency contacts listed below.

 Emergency Contact Name & relationship to student

 Emergency Contact Number

 Emergency Contact Name & relationship to student

 Emergency Contact Number

5. **International Education Fee Scholarship**. I understand the requirements for receiving and retaining International Education Fee funding. Failure to meet these requirements may result in my responsibility for the repayment of IEFS funding to WTAMU.

6. **Insurance Information**. WTAMU enrolls students studying abroad on faculty-led programs in CISI travel insurance through the program fees. I understand that additional coverage may be purchased at my own expense.

7. **GENERAL WAIVER AND AUTHORIZATION**. I give the Office of Study Abroad permission to:
 - (a) Contact the Emergency Contacts I have listed and to disclose to such Emergency Contacts any pertinent personal health information should an emergency occur.
 - (b) Share my personal health information and Emergency Contacts with various offices on campus for viewing if an emergency should occur.
 - (c) Send the names of individuals to contact in case of emergency both at WTAMU and at the site abroad to my parent(s)/legal guardian/other persons specified by myself.

- (d) Send information on reentry adjustment to my parent(s)/legal guardian/other persons specified by myself.
- (e) Release information contained in my application, letters of recommendation, transcripts, and any other educational records (as that term is defined in FERPA) to my parent(s)/legal guardian/other persons specified by myself.
- (f) At no cost to WTAMU, use (copy, distribute, publish, or display) my statements (in whole or in part, in any medium or media, including but not limited to social media sites and channels) in which I describe my experiences abroad.
- (g) At no cost to WTAMU, publicly or privately share with third parties (copy, distribute, publish or display in any medium (written, electronic versions as well as in printed publications, social media sites, or streaming ads on Internet) my evaluation of the program in which I participated with prospective students.
- (h) At no cost to WTAMU, use (copy, distribute, publish, or display) photos and comments (in whole or in part, in any medium or media, including but not limited to social media sites and channels) I have provided about my study abroad on WTAMU Study Abroad website and other promotional materials.

SIGNING THIS DOCUMENT INVOLVES THE WAIVER OF VALUABLE LEGAL RIGHTS.
Should you have any questions about these rights and the ramifications of signing this document you should consult an attorney.

SIGNED this __ day of _____, 20__

Participant Signature: _____

Printed Name: _____

Participant's Date of Birth: _____

Parent or Legal Guardian Signature: _____
(If Participant is under 18 years old)

Parent or Legal Guardian Printed Name: _____
(If Participant is under 18 years old)

APPENDIX A

TERMS OF PARTICIPATION FOR STUDY ABROAD PROGRAMS

STUDENTS' RIGHTS AND RESPONSIBILITIES

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University student rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at West Texas A&M University (WTAMU) but also as a citizen of this country.

Students participating in a WTAMU study abroad program are responsible for complying with all of the terms and conditions of student conduct as outlined in the [West Texas A&M University Code of Student Life](#). A copy of these student rules may be found [here](#).

It should be noted that study abroad programs are considered university-sponsored activities and, as such, participating students are responsible for observing the same rules as students attending classes on campus. The WTAMU Code of Student Life states the following students' rights and responsibilities:

Student Bill of Rights

1. Students have the right to inquire about and to recommend improvements in rules and procedures affecting the welfare of students.
2. Students have the right to form or join any association for the purpose of examining and discussing all questions of concern to them including questions relating to University actions, procedures and rules.
3. Students have the right to participate in a free exchange of ideas within parameters of appropriate classroom decorum, and there shall be no University rule or administrative procedure that in any way abridges the rights of freedom of speech, press, expression, petition and peaceful assembly as set forth in the United States Constitution.
4. Students shall be treated on an equal basis in all areas and activities of the University, regardless of race, creed, color, religion, gender, age, disability, national origin or sexual orientation.
5. Students have the right to personal privacy except as otherwise provided by law.

Students' Responsibilities

1. Students have the responsibility to respect the rights and property of others, including other students, the faculty and administration.
2. Students have the responsibility to be fully acquainted with the published University rules and procedures and to comply with them and the laws and regulations of the host country, _____.
3. Students have the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. Students have the responsibility to recognize the University's obligation to provide an environment for learning and to conduct themselves in a manner compatible with the functions and purposes of West Texas A&M University.
5. Students have the responsibility to keep the Office of the Registrar informed of current local and permanent addresses, telephone numbers and email addresses. Communications sent to any address of record will be deemed to be adequate notice.

6. It is the students' responsibility to accept/receive official University documents whether delivered by mail, University email or staff. A document so delivered shall constitute full and adequate notice of the information provided therein. The failure of a student to provide an address change or forwarding address or the refusal to accept/receive a letter (delivered by University mail or by staff) shall not constitute good cause for failure to comply with the content of the official University correspondence.

In addition, please remember that by accepting admission to a WTAMU study abroad program, you agree to be responsible for your own health, safety and behavior while participating in the program. You are committed to observe and obey [West Texas A&M University Code of Student Life](#), the laws of the State of Texas and the United States of America, as well as the laws of the host country and the host institution.

DUE PROCESS AND DISMISSAL FROM A PROGRAM

Violations of any of the conditions set forth by the WTAMU study abroad program may result in expulsion from the program and forfeiture of program fees. You may be dismissed from the program for a violation of the *Terms of Participation*, [West Texas A&M University Code of Student Life](#) and/or the laws of the United States and your host country/institution. If for just reason the Academic Program Leader (APL) or on-site coordinator consider you to be disruptive, in violation of university rules and regulations, as listed in [West Texas A&M University Code of Student Life](#), or otherwise unfit for continuation in the program disciplinary action will be taken (as appropriate) and you may be dismissed from the program. In accordance with [West Texas A&M University Code of Student Life](#), you will be afforded due process, which includes an opportunity to respond to charges against you. The Vice President for Student Affairs will notify your parents or guardian, in accordance with FERPA guidelines (Family Educational Rights & Privacy Act), if you are dismissed from the program.

Prior to taking action that adversely impacts a student's participation or status in the Study Abroad Program:

- The APL or on-site coordinator must provide notice to the student about the nature of the problem;
- Give the student an opportunity to respond (explain) and correct the problem;
- Communicate the consequences of failing to correct the problem, i.e. dismissal from the program.

HEALTH

Please visit the United States Department of Health – Center for Disease Control and Prevention – Travelers' Health Webpage to find country specific health information and inoculations suggestions:

<http://www.cdc.gov/travel/destinat.htm>.

Before you travel, you should check with your doctor for recommendations concerning inoculations (vaccines) that may be necessary or just suggested for any countries you may visit. If you are taking prescription medication, be sure you have an ample supply for your entire stay and make sure that all medication (including over the counter drugs) is clearly labeled and in its original container. It is also wise to carry a copy of the original prescription with you if you are on prescription medication. Keep in mind that some countries may not permit certain medicine to be imported into the country. Also, verify that the medicine is legal in your host country and any other country you plan to visit.

If you have any chronic medical conditions such as *allergies, eating disorders, hypo-glycaemia, asthma, motion or altitude sickness, migraines, diabetes, physical limitations such as visual or hearing impairments, etc.*, which require special medication or continuing medical treatment, you need to check with your doctor to ensure that your special needs can be met while you are away. You should submit to your APL or on-site coordinator a letter from your doctor stating that your needs can be met, and how.

If you have any psychological or emotional concerns which might affect your or others' well-being during the trip, it is your responsibility to inform the involved parties (APL, on-site coordinator, roommates, host family) before you depart on the program to prevent any interference with the group's plans. You should also consult the Office of Study Abroad (OSA) regarding the feasibility of your needs being met while on a study abroad program.

SEXUAL CONDUCT

As always, you must be aware of your risk of sexually transmitted diseases, including AIDS. Complete abstinence from high-risk behavior is of course your best protection and is recommended, but as an adult it is your responsibility to protect yourself in whatever activities you choose. If you might for any reason need condoms or other products, purchase them before you leave the United States. Availability and quality vary from country to country.

Be aware that some persons suddenly living in a new environment such as a study abroad experience may feel freer to experiment with their sexuality in a variety of avenues. Your morals and values are up to you to determine. However, remember that the program will eventually be over and you will need to cope with whatever decisions you have made upon your return. You should also remember that you are responsible to the Student Conduct Code, [West Texas A&M University Code of Student Life](#), which includes individual paragraphs on sexual misconduct.

Some host countries require medical testing, including an AIDS test, upon arrival in the country. By applying for this program and signing this form, you agree to comply with these requirements should they be required. The Student Medical Services staff is happy to provide brochures, counseling, and informational services on AIDS, HIV, and other STDs. You are strongly urged to take advantage of this resource.

UNWANTED SEXUAL BEHAVIOR/CONDUCT

Unwanted sexual behavior/conduct may include, but is not limited to, inappropriate touching or fondling, against the person's will. Don't allow cultural differences to dictate what is acceptable to you. Regardless of the country or culture you are in, when you are not comfortable with an activity, you have the right to say so and end the activity.

SEXUAL ASSAULT

Rape and other forms of sexual assault are non-consensual sexual acts involving force, manipulation or coercion. The use of alcohol or other drugs to sedate a victim are considered criminal offenses in many countries, including the United States. Both men and women can be victims and perpetrators of sexual assault. Students should refer to [West Texas A&M University Code of Student Life](#) for information on rules related to sexual assault and sexual abuse.

DISCRIMINATION and HARASSMENT

It is inherent in almost any change of culture, such as you are approaching, that you will be noticed as different and foreign, and perhaps singled out and possibly derided by local persons. The color of your skin, hair, and the way you dress, or any variety of things will draw such attention. Harassment in the classroom or in any way related to your WTAMU study abroad program is prohibited. Harassment includes conduct (physical, verbal, graphic, written or electronic) that is sufficiently severe, pervasive, or persistent so as to threaten an individual or limit the ability of an individual to work, study, or participate in the activities of the university which includes study abroad. Such conduct also includes but is not limited to sexual harassment, racial and ethnic harassment, stalking and retaliation. **It is important to remember that expectations for your behavior and**

the behavior of your APL are based on West Texas A&M University Code of Student Life and policies, not the practices of your host country. In the event you are experiencing harassment, you may report it to the APL or on-site coordinator or you can contact the Vice President for Student Affairs at (806) 651-2050.

ALCOHOL

Students who choose to drink alcohol should be aware that laws about the possession and consumption of alcoholic beverages vary in different countries and in some, such as Muslim countries, alcoholic beverages are illegal. You should also be aware that public intoxication is not understood or tolerated in most cultures. Remember, if you are arrested, you may be subject to dismissal from the program. Furthermore, any alcohol-related disruptive behavior could result in dismissal from the study abroad program. Please remember that you are an ambassador of the United States and WTAMU and the impressions you make will be lasting. Last, and most important, inebriation can seriously compromise your personal safety by making you seem open to unwanted intimate advances and an easy target for theft or physical assault.

ILLEGAL DRUGS

NEVER travel with marijuana or any other illegal drug. WTAMU can assume NO responsibility for any student apprehended for possession of drugs. Bear in mind that laws concerning drugs are much more severe in many other countries than in the United States, and even though you are a United States citizen, you are still subject to the laws of your host country. WTAMU will not tolerate use or possession of illegal drugs. Any student caught with illegal drugs may be subject to immediate dismissal from the study abroad program.

PERSONAL SAFETY

The most important rule to remember is to USE YOUR COMMON SENSE. If you wouldn't camp out in a park in inner city, United States, then be cautious about doing it elsewhere. In general, the best way for you to learn what is or isn't safe is to watch and learn what the "natives" of a particular area are doing. When you are uncertain, ask questions of resource persons such as personnel at the host institutions, travel agencies, tourist offices, etc.

Be watchful and careful of your personal belongings. Pickpockets can be extremely subtle--they even use dancing children to distract you. Some have been known to use chloroform on tourists sleeping in trains, so beware at all times. Don't ever carry large amounts of cash, and be careful where you put your passport and airline ticket. There are passport and travelers check holders available which you can wear on your body around your neck or waist; these are a good investment. It is a good idea to photocopy the important pages of your passport and keep them in a safe place (perhaps exchange with another traveler) should you need to replace your passport.

Generally, you want to do your best not to look like an unaware tourist. Those people who are blatantly confused-looking or lost are likely candidates for pickpockets. It is a good idea, then, to be familiar with the major streets of a city before you set out. Then you can keep your bearings in relation to those major thoroughfares.

Perhaps the best safeguard is not to have any valuables showing. If you wear expensive jewelry, not only does it become a target for theft, but pickpockets assume that you will carry lots of cash if you can afford expensive jewelry. Even though robbery is not rampant abroad, the chances of your losing something to a pickpocket are increased overseas because you are the best target for thieves--you are unfamiliar with the geography, customs, and people abroad. So if you don't feel you want to have a personal item stolen, do not bring it along if at all possible.

To prepare you for international travel, we request that you visit and read the United States Department of State International Travel Website: http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html

PASSPORTS & VISAS

You are required to obtain a passport and a host country visa (as applicable). A passport is an internationally recognized travel document that verifies the identity and nationality of the bearer. A valid passport is required to enter and leave most foreign countries. A visa is a document granted by the country of your destination and proves that you have authorization to enter that country. Entry and exit requirements for each country may vary.

If you are a U.S. citizen, please note that only the U.S. Department of State has the authority to grant issue or verify U.S. passports. Please check the U.S. Department of State Foreign Entry Requirements – http://travel.state.gov/travel/tips/brochures/brochures_1229.html

Passports – General Information – http://travel.state.gov/passport/passport_1738.html

Passports – Where to Apply – <http://iafdb.travel.state.gov/>

Some countries might require both valid passports and visas for non-U.S. citizens regardless of their program duration. Therefore, please check with either the consulate/embassy for your destination country in your home country or the local consular for your destination country to verify the necessary travel documents for your study abroad program. International Students will need to meet with the International Students Office (ISO) prior to departure to discuss their plans to study abroad. The ISO will guide you in preparing the necessary paperwork for re-entering the U.S. to continue your studies at WTAMU after your study abroad program. Failure to complete the proper paperwork with the ISO may jeopardize your immigration status and your ability to re-enter the U.S.

CUSTOMS

Before you leave, check to be sure that you are not violating any customs regulations. There are often limits to how much currency you can bring into and out of a country, and to the dollar value of undeclared goods you can bring home. Also, it's illegal to transport certain items (plants, food) across borders. It is your responsibility to be sure you are in keeping with customs rulings in each country that you visit.

ACADEMIC PROBATION

Students who are on academic probation are welcome to apply for study abroad programs. It is, however, your responsibility in this situation to discuss your study abroad plans with your academic advisor. You must be in good standing with the University, meeting all conditions of your academic probation, or have special, *written* permission from your advisor to participate, two months prior to your departure on the program.

MISCELLANEOUS CONCERNS

Before you plan any side trips on your spare time, you should check with someone knowledgeable to be sure that you take all necessary safety precautions. It is always best to travel with at least one companion. Be sure you let the APL or on-site coordinator know where you plan to be and when you will return. Above all, remember that **YOU ARE A RESPONSIBLE ADULT** and will be expected to behave as such.

We do not suggest or recommend that you rent and drive an automobile in a foreign country. If you do, please know that WTAMU will not assume any liability for damage or injury with regard to accidents while driving.

Remember that you are subject to the laws of your host country and it is your responsibility to become familiar with those regulations.

Arrests for violations of host country laws may result in your immediate dismissal from the program. WTAMU will assume no responsibility for obtaining legal counsel for you.

PROGRAM COST

The cost of the program will vary according to the specifications and uniqueness of each program. It is the responsibility of the student to pay all debts to West Texas A&M University **BEFORE** the departure of the program. All students participating in programs through the WTAMU Office of Study Abroad are required to establish an emergency contingency plan in case of unforeseen financial responsibilities, due to medical or unanticipated circumstances. WTAMU OSA is not responsible for these costs, and cannot pay on behalf of a student in the event of an emergency.

The easiest way to prepare yourself for an unexpected expense is to obtain a credit card for emergency use before leaving home. Other options for managing money overseas are provided in the WTAMU OSA pre-departure orientation manual and may be discussed with the OSA before departure. The OSA takes no responsibility for student financial management.

While the OSA ensures that all students carry international medical insurance, many foreign medical treatment centers will require payment before service and require the patient to follow up with the insurance company for reimbursement. Please refer to your policy for details. WTAMU program leaders cannot pay for student medical expenses.

TRAVEL WARNINGS

1. Note that if a travel warning is issued for your host country, your study abroad program will be canceled. Students are prohibited by WTAMU travel policy to travel on WTAMU study abroad programs to countries under a travel warning.
2. If you are in your host country when a travel warning for that country is issued, you may be required to leave the country as soon as feasibly possible.
3. The OSA will attempt to keep you informed of any travel warnings and/or public announcements for your country. You also have the responsibility to contact the US State Department (888-407-4747) or access website http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html to check on the status of your destination country.

PROGRAM CANCELLATION

If a program is cancelled due to unforeseen circumstances (i.e. natural disasters, war or civil unrest, posting of U.S. Travel Advisory warning against travel, etc.), all reasonable efforts will be made to refund all uncommitted monies and deposits I have paid to the university. I may consider purchasing of travel insurance for trip cancellation if I am concerned about the possibility of a program cancellation. Information about these policies is available through any travel agency or via the Internet. Such policies should be read closely, as not all provide the same benefits or amounts of coverage.

STUDENTS WITH DISABILITIES

The key for any study abroad participant is flexibility. Please be aware that foreign countries are not required to comply to the Americans with Disabilities Act (ADA). Students are encouraged to contact Mobility

International for assistance in finding programs and overseas support services. If you have any special concerns or needs, please contact the Student Disability Services before applying for a study abroad program.

HEALTH & PROPERTY INSURANCE

The OSA requires that all students traveling overseas have health insurance coverage for their travels. CISI insurance will be purposed for students as part of the program fee or students will be given instructions on how to purchase CISI insurance, depending on the study abroad program requirements. Information regarding CISI insurance policy coverage can be found CISI Brochure & Policy Information 2015-2016.

TERMS OF PARTICIPATION ACCEPTANCE FORM

By signing the Terms of Participation Acceptance Form you are authorizing a representative of WTAMU, at your own expense, to secure necessary treatment, including administration of anesthetic and surgery, and such medications as may be prescribed. It is further agreed that, if your condition so requires, you may be returned to the United States at your expense. Any payments made on your behalf by WTAMU will require reimbursement by you.

EMERGENCY PROTOCOL DURING TRAVEL

Students are required to notify the APL of on-site coordinator about any medical emergency. This information will be treated with the strictest confidentiality, and will be shared by the program director on a "need to know" basis only. If the crisis involving a student is grave enough to jeopardize his or her safety or wellbeing, the emergency contact he/she has provided at the time of registration will be informed.

During a political crisis or some other emergency during which foreigners in general or UNITED STATES citizens in particular may be at risk, students should keep a low profile; avoid demonstrations, confrontations or situations where they could be in danger; avoid behavior that could call attention to themselves; avoid locales where foreigners or Americans are known to congregate; and take down signs, avoid using luggage tags and wearing clothes that would label them as Americans.

INTERNATIONAL EDUCATION FEE SCHOLARSHIP

If you have been awarded an International Education Fee scholarship, please know that this money is specifically to be utilized for study abroad programs. If for any reason, after you have received the scholarship, you are unable to participate in the program described in your application or do not bring back undergraduate or graduate credit from the international program, you must inform the OSA and return the full amount of the award within thirty (30) days. Please refer to the IEFS Guidelines and the IEFS Terms of Acceptance and Conditions for more information.

****Please return completed pages 1 and 2 of this document****

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