



## STUDY ABROAD PROGRAM APPLICATION

We are pleased you are interested in applying to study abroad through West Texas A&M University (WTAMU). This application is for students who currently attend WTAMU.

\*GPA requirement of a 2.0 or higher.

Please read carefully and complete each part of this application form in full.

Name \_\_\_\_\_  
*Last* *First* *Middle*

ID Number: \_\_\_\_\_

Dates/semester of program: \_\_\_\_\_ Program & Location: \_\_\_\_\_

### *Personal Information*

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Date & Place of Birth: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address (If different than above): \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ (daytime) \_\_\_\_\_ (home)

Are you a first generation student? \_\_\_\_\_

### *Academic Information*

Classification (Fr., Soph., Jr., Sr., Grad.): \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Expected date of graduation: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

*Financial Information*

Do you plan to use financial aid? (Including loans, scholarships, and grants; does not include the International Education Fee Scholarship (IEFS))

Yes  No

If yes, have you filed a FAFSA for the study abroad period with the Financial Aid Office?

Yes  No

Financial Aid is disbursed according to the regular disbursement dates. All program costs must be paid prior to disbursement, unless your program allows for payment upon disbursement. (Check with OSA)

*Additional Information*

How did you learn about study abroad at WTAMU?

- Office of Study Abroad  Web  Friend  Dept/College  
 Posters on campus  Faculty Member  Former Participant  Class

Which of the following most influenced your decision to apply for this particular study abroad program?

- Degree Requirements  Educational Goals  Faculty Member  Foreign Language study  Affordability  
 Career Enhancement  Academic Advisor  Friend  Personal Growth  Academic Challenge

Have you traveled abroad for longer than a week before?

Yes  No

If yes, where and when? \_\_\_\_\_

Did the study abroad program at West Texas A&M University influence your decision to attend WTAMU?

Yes  No

Will you be requesting services from Student Disability Services?  Yes  No

WTAMU enrolls students whose program providers do not provide travel medical insurance in CISI travel medical insurance. This policy generally covers medical emergencies. Students must be prepared to pay up front medical costs and collect documentation of treatment and receipts in order to be reimbursed.

We recommend all students obtain and carry a credit card for unexpected expenses due to emergencies.

A complete application requires your signature below.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

## WTAMU Study Abroad WITHDRAWAL POLICY

All Study Abroad participants will be held responsible for the knowledge and understanding of the following withdrawal policy. Please read the following information carefully. In the event that the student must withdraw from the program, he/she must notify the program immediately, visit the Office of Study Abroad (Student Success Center 115A), and sign a withdrawal form.

### I. Student Withdrawal and Refund Policy

In the event that the student must withdraw from the program, WTAMU's withdrawal policy in regard to Tuition and Fees Refunds will be in effect.

In the event that the student must withdraw from a Study Abroad Program, part of the program fee may be nonrefundable dependent on prepaid costs determined by that program. The portion that is nonrefundable will be based on the terms of agreement signed by the applicant for that program.

### II. Program Cancellation

If a program is cancelled due to unforeseen circumstances, the amount of the refund to each student will be determined individually on the basis of the costs recoverable at the time of withdrawal. All efforts will be made to retrieve any funds already expended to secure the program.

### III. Trip Cancellation Insurance

Because full refunds are often not possible, students may wish to consider purchasing trip cancellation insurance. Policy details can be obtained from travel insurance providers and vary greatly depending on the date of purchase, location of travel, and type of coverage.

### IV. International Education Fee Scholarship and Financial Aid

- A. The International Education Fee Scholarship is money specifically awarded for Study Abroad Programs. If you fail to participate fully in the project or if you fail to pay your required share of the project costs, the scholarship will be withdrawn or must be returned. In addition, it is your responsibility to drop from the study abroad course in which you are enrolled.
- B. The Financial Aid Office will review program cancellations on a case-by-case basis for students who are receiving financial aid.

V. Acknowledgements

A. Financial

\_\_\_\_\_ In withdrawing from or terminating my study abroad program before the scheduled ending date, I acknowledge that I am liable for all costs associated with my study abroad program fee that may include, but may not be limited to, administrative fees, tuition, room, board, health insurance, orientation/language program costs, excursions, international transportation, financial aid and/or scholarship payments, and all other costs deemed relevant and applicable by the program.

B. Housing

\_\_\_\_\_ In withdrawing from or terminating my study abroad program prior to the scheduled ending date, I understand that it is unlikely that I will be housed on campus if I desire to return to campus during the semester that I was scheduled to be abroad. If I am permitted to return to campus during the semester I was scheduled to be abroad, I understand that it is my responsibility to make off-campus housing arrangements.

C. Academic Acknowledgement

\_\_\_\_\_ In withdrawing from or terminating my study abroad program before the scheduled ending date, I acknowledge and agree that credit will be available only at the discretion of the host institution upon completion of coursework. The opportunity to complete coursework may not be available if I return from the course site before program completion.

D. Dismissal or Suspension

\_\_\_\_\_ No refund of program fees, tuition, or academic credit will be given to students who violate the West Texas A&M University rules and regulations as listed in the Code of Student Life, West Texas A&M Office of Study Abroad Terms of Participation, the laws of the US, or the laws of the host country.

I have received and read the Withdrawal Policy for my Study Abroad Program. I accept the terms as stated therein and agree to adhere to them.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Name of Study Abroad Program

\_\_\_\_\_  
Country

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date