

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

#### PERSONAL INFORMATION

Name: \_\_\_\_\_ Buff ID: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ [@buffs.wtamu.edu](mailto:buffs@wtamu.edu)

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

Are you a first generation student?  Yes  No

#### STUDY ABROAD PROGRAM INFORMATION

Program location: \_\_\_\_\_ Name of foreign university: \_\_\_\_\_

Term abroad: \_\_\_\_\_ Program dates: \_\_\_\_\_

Program Type (check one):

- Faculty-led program       Provider program       Reciprocal program       Internship

If this is provider program, please indicate name of provider: \_\_\_\_\_

#### ACADEMIC INFORMATION

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

College: \_\_\_\_\_ GPA: \_\_\_\_\_

Classification:  Freshman       Sophomore       Junior       Senior       Graduate

Expected graduation date: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

#### FINANCIAL INFORMATION

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

- 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)*

*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 the country. 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 & 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.*

## **IMPORTANT INFORMATION ABOUT INSURANCE**

*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.*

## **DISCIPLINARY RECORDS AUTHORIZATION**

*By applying to a study abroad program with WTAMU, students authorize the Office of Study Abroad to conduct a background check on their disciplinary records. This information is obtained from the Office of Student Conduct and may be shared with faculty leaders and program directors as needed.*

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**Student Signature, date**

**YOU WILL RECEIVE AN OFFICIAL T-SHIRT FROM THE OFFICE OF STUDY ABROAD PRIOR TO YOUR DEPARTURE. PLEASE INDICATE YOUR SIZE:**

S

M

L

XL

2XL

3XL

## WITHDRAWAL POLICY FOR FACULTY-LED PROGRAMS

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.

With your application to a Faculty-led program, a nonrefundable down payment is required and will hold your place in the program and be applied to the Study Abroad Program Fee. The entire Study Abroad Program Fee will be paid in installments determined by the schedule arranged by the Program leader for each program.

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 (i.e. natural disasters, war or civil unrest, posting of U.S. Travel Advisory warning against travel, etc.), all efforts will be made to refund all uncommitted monies and deposits already paid to the university. Students may consider purchasing of travel insurance for trip cancellation if they are 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.

### III. 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.

### IV. Acknowledgements (please initial the following statements)

- 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

*Please complete and return this form to the  
Office of Study Abroad  
WTAMU Box 60868  
Student Success Center 115A  
or email to  
[studyabroad@wtamu.edu](mailto:studyabroad@wtamu.edu)*