

STUDY ABROAD CONTRACT AND RELEASE

Part 1 of 3: This Study Abroad Contract is the legally binding document that will guide you and inform you of the terms, policies and procedures regarding study abroad.

I am an enrolled student intending to study in a University of Pittsburgh approved Study Abroad program for which credit shall be granted upon successful completion of the program. In exchange for the Study Abroad Office's continued administrative and advising services as well as credit certification services upon successful completion of program, I understand that I must deliver to the University's Study Abroad Office an executed copy of the Study Abroad Contract prior to the start of a Study Abroad program and before leaving the campus of the University of Pittsburgh. I agree as follows:

A. Behavioral Responsibilities: I am aware of and understand the expected behavioral responsibility while participating in this program. As a guest in a foreign country, there are certain behaviors which are considered unacceptable and could lead to possible disruption of the program. I hereby assure the University that I shall conduct myself in an appropriate manner which does not infringe upon the laws, customs and mores of the country in which the program is being conducted, nor upon my rights and safety and of other participants of the program. Behavioral responsibilities shall be applicable during the course of the program both when in the company of other program participants and when I am physically separated from other program participants. In addition, I must adhere to all policies outlined in the *University of Pittsburgh Student Code of Conduct and Judicial Procedures* and all rules and policies established for the program in which I am participating. Inappropriate behavior is cause for involuntary withdrawal from the program without refund. If involved in alleged civil or criminal misconduct abroad, I am responsible for all costs, expenses, fees, and fines associated with any civil or criminal actions or penalties and for retaining their own counsel at my own expense.

Illegal Drugs: I understand that the use or possession of illegal drugs during the program or being knowingly present in instances of use or possession of illegal drugs during the program is cause for involuntary withdrawal from the program without refund.

Alcohol Abuse and Related Misconduct: Alcohol abuse and alcohol-related misconduct will not be tolerated. Such misconduct is cause for reprimand, referral to counseling if such services are reasonably available, involuntary withdrawal from the program, and action under the Student Code of Conduct and Judicial Procedures upon return to the University of Pittsburgh. I must also abide by all alcohol-related laws of the host country.

Involuntary withdrawal: I acknowledge that return passage and all other expenses occasioned by my involuntary withdrawal from the program shall be my sole and exclusive financial responsibility.

B. Academic Responsibilities: I acknowledge the following policies and procedures relative to academic matters:

Class Attendance: I am required to attend all regularly scheduled classes and fieldtrips.

Course Registration: Sponsoring institutions and organizations will assume responsibility for registering me at the host institutions for credit courses. Registration at the University of Pittsburgh is accomplished via Part 3 of this contract (Approval and Registration) and shall be my responsibility to complete.

Grades: Grades on Pitt Developed Programs (Pitt in China, Italy, London, etc.) are awarded by the course instructors on the basis of their evaluation of the student's scholastic achievement. Letter grades (A, A-, B+, etc.) will be recorded on my transcript. Alternatively, grades for participants on Pitt Affiliated, Pitt Approved, Pitt Exchange and Direct Enrollment programs will be awarded according to the policies and practices of the sponsoring institutions and organizations. The appropriate Dean's Office of the University of Pittsburgh will then evaluate these grades and the equivalent Satisfactory (S) or Unsatisfactory (U) grades

will be recorded on my transcript. C work or better will result in an “S” grade, C- work or below will result in a “U” grade.

Prerequisites: To ensure adequate preparation for the courses offered abroad, all prerequisites must be successfully completed prior to departure for the foreign study location. Failure to complete all prerequisites successfully will result in the denial of my participation in the study abroad program.

C. Financial Responsibility: I acknowledge the following policies and procedures regarding Financial Responsibility:

University of Pittsburgh Study Abroad Fee: All study abroad program participants are required to pay a \$200 **non-refundable** study abroad fee for programs that are 28 days or more in length and a \$100 **non-refundable** study abroad fee for programs that are 27 days or less in length. I must also pay any applicable fees required by other sponsoring institutions and organizations.

Student Cancellation Policy: If I withdraw from a Pitt Exchange Program within two months prior to the start of the program, I agree to pay a \$200.00 cancellation fee. If I withdraw from a Pitt-Developed program, I will be held to the following refund schedule for the non-tuition portion of the program fee, or “b-fee” (tuition, or “t-fee,” is refunded in full):

60 or more days prior to departure date	full refund less \$250 deposit and less non-refundable air and land services
59 to 30 days prior to departure date	full refund less \$700 fee and less any non-refundable air and land services
29 to 15 days prior to departure date	full refund less \$1000 and less any non-refundable air and land services
14 or fewer days prior to departure date	no refund

Program Costs: Students enrolled in Pitt-Developed and Pitt Exchange programs are responsible for applicable program costs, which may include tuition, room and board, and other expenses as outlined in the program information. Students enrolled in programs from other sponsoring institutions or organizations are similarly responsible for all mandatory costs as established by such institutions or organizations.

University of Pittsburgh Fees: All study abroad program participants will be assessed those fees deemed mandatory by the Office of the Provost. **Currently, all students must pay the Computing and Networking fee.**

D. Medical Responsibility: I acknowledge that there are certain risks inherent in international travel and that the University of Pittsburgh cannot assume responsibility for the provision of medical services to me or the payments therefore. I am expected to have consulted with a medical doctor, as I may have deemed necessary, with regard to any individual medical issues or needs. Further, I am aware that the University cannot be responsible for attending to any of my medical needs.

I am aware that, should I be required to be hospitalized while in a foreign country or in the United States during the program, the University cannot and does not assume legal responsibility for payment of such costs; rather, I hereby assure the University that I have assumed all risk and responsibility therefore and that I have adequate insurance to meet any and all needs for payment of hospital costs during the course of the study abroad program.

E. Health Insurance: I understand that I am required to maintain health, accident, and hospitalization insurance sufficient to cover medical contingencies while participating in their program. I shall provide proof of such coverage PRIOR to the start of my program, although the University does not approve or endorse any particular insurer. The Study Abroad Office requires that, in addition to health, accident and hospitalization insurance, I must be covered for medical evacuation and repatriation of remains insurance while abroad. If I am not covered for medical evacuation and repatriation of remains by my program provider, under my own insurance coverage, or that of my parents or guardians, I agree to purchase the *International Student Identity Card (ISIC)*. The *ISIC* card may be obtained at STA Travel. The University of Pittsburgh shall not assume responsibility for student medical expenses. Participants in programs administered through other sponsoring institutions and organizations may be required to enroll in a specific insurance plan as designated by the sponsoring institution or organization.

- F. Consent to Emergency Medical Treatment:** I, if participating in a Pitt-Developed Program (Pitt in China, Italy, London, etc.), acknowledge that on rare occasions an emergency may develop which necessitates the administration of medical care, hospitalization or surgery. Therefore, in event of injury or illness to myself (my son/daughter) necessitating emergency medical care, I hereby authorize the University of Pittsburgh and its authorized representative(s) or agent(s) in charge of the study abroad program, to secure any necessary treatment deemed appropriate, including the administration of anesthetics and surgery. I also acknowledge that medical care abroad may be of varying quality than medical care in the United States, and that I have read and understand the RELEASE at paragraph Q of this contract.
- G. Students with Disabilities:** I acknowledge that the absence of law mandating equal access for individuals with disabilities in some countries may affect their ability to provide accommodations in certain locations. Disclosure of the disability to the University of Pittsburgh Study Abroad Office will ensure that efforts are made to prepare me for limitations to access in certain locations. If requested by me, the Study Abroad Office will work with the undersigned and the University's Disability Resources Office to explore accommodations to the extent reasonably practicable.
- H. Program cancellation and withdrawal:** I understand that the University reserves the right to cancel the program and/or require me to leave the program before the end of the semester. Further, I recognize that if the University decides to cancel the program or require me to leave the program before the end of the semester or if I decide to return before the end of the semester, there is no guarantee that I will receive academic credit or a refund of tuition or any other fees paid for the program. In no event will the University of Pittsburgh reimburse students for cancelled transportation, related fees, or penalties, if the reason for the cancellation is one out of the University's control.
- I. Demographic Data and Approval and Registration:** To ensure that all preparations are successfully completed before my time of departure, the Demographic Data and Approval and Registration (sections 2 and 3 of this contract) must be completed and returned to the Study Abroad Office by the applicable deadline.
- J. Orientation:** I acknowledge that in conjunction with my attendance at the Contract and Health, Safety and Security Meeting conducted by the Study Abroad Office during the semester prior to my departure, I have downloaded and read the associated Pre-Departure Guide that has been made available on the Study Abroad Office website (www.abroad.pitt.edu). I also acknowledge that I have read and understand the warnings and provisions listed by the Department of State's website: www.travel.state.gov/travel/travel_1744.html, and that country specific information is available on the Department of State's website.
- K. Companions:** I understand that companions, including children and/or a spouse, are not permitted to accompany students enrolled in any study abroad programs, unless they are enrolled in the program. Only students who meet eligibility requirements and intend to fully participate in the program will be considered for admission to Pitt Developed and Pitt Exchange programs. A spouse may apply, enroll, and fully participate in the program. Otherwise, only companions deemed necessary for a student with a disclosed and appropriately documented disability will be permitted to accompany the student on the program. To determine if family and individual living arrangements are available, students should contact their program provider directly.
- L. Living arrangements:** I acknowledge that housing accommodations vary from one location to another. Because of the nature of the actual arrangements with the institutions and organizations abroad, I may not be free to make my own private living arrangements. Students accepted for enrollment in the Pitt Developed and Pitt Exchange programs agree to accept the housing provided by the host institution, whether it be in a university dormitory, apartment or with a private family. Effort will be made to accommodate my preference, but this can be done only within the limits of the available housing.
- M. Travel:** Study Abroad Programs at the University of Pittsburgh are not travel tours. While travel during free time is quite educational in itself, the University does not grant academic credit for travel. Study Abroad programs are strictly academic in nature, and students must expect to invest at least the same amount of time and effort that would be required at home for the courses of the same academic level being held through a Study Abroad program. Travel on weekends and holidays must not conflict with the regular class schedule; students are responsible for making travel

plans that will permit them to attend all regularly scheduled classes and field trips. Review the Department of State's website for any pertinent travel warnings prior to planning travel: www.travel.state.gov/travel/travel_1744.html.

- N. Governing Law:** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, without regard to conflicts of law principles, and any dispute relating to this Agreement and unable to be informally resolved by the parties shall be heard in state or federal court in Allegheny County, Pennsylvania, to which parties consent to personal jurisdiction.
- O. Modification:** This Agreement represents the entire understanding of the parties with regard to the subject matter, and may not be modified, assigned, or amended except by a signed written agreement of the parties.
- P. Indemnification:** I shall indemnify and hold harmless the University of Pittsburgh, its officers, trustees, employees, agents and representatives from any and all claims, demands, liabilities, costs, and causes of action and all expenses incidental thereto (including reasonable attorney's fees), based upon or arising out of any personal injury (including death), property damage or loss caused by or resulting from my (my son's or daughter's) acts or omissions during enrollment in any Study Abroad program.
- Q. RELEASE FROM LIABILITY:** I UNDERSTAND THAT THERE ARE SIGNIFICANT RISKS WHICH ARE INHERENT IN INTERNATIONAL TRAVEL AND WHICH MAY CAUSE SERIOUS BODILY INJURY, DEATH AND /OR PROPERTY DAMAGE, INCLUDING BUT NOT LIMITED TO RISKS ASSOCIATED WITH AIR TRAVEL, HAZARDOUS ROAD CONDITIONS AND GROUND TRAVEL, STREET CRIME AND VIOLENT CRIME, DISEASE, TERRORISM AND CIVIL UNREST. I UNDERSTAND THAT I AM SOLEY RESPONSIBLE FOR MY SAFETY AND ASSUME RESPONSIBILITY FOR ALL RISKS ASSOCIATED WITH PARTICIPATION IN THE STUDY ABROAD PROGRAM. I AGREE THAT THE UNIVERSITY OF PITTSBURGH, ITS OFFICERS, TRUSTEES, EMPLOYEES, AGENTS, AND REPRESENTATIVES ("RELEASEES") SHALL NOT BE LIABLE FOR ANY CLAIMS, DEMANDS, LIABILITIES, COSTS, CAUSES OF ACTION, DAMAGES OR JUDGMENTS BASED UPON OR ARISING OUT OF ANY ILLNESS OR INJURY (INCLUDING DEATH) OR PROPERTY LOSS OR DAMAGE, CAUSED BY THE ACTS, OMISSIONS, OR NEGLIGENCE OF THE RELEASEES, INCLUDING ARISING OUT OF THE PROVISION OR OMISSION OF EMERGENCY MEDICAL CARE MENTIONED IN PARAGRAPH F, WHICH I (MY SON, DAUGHTER) MAY SUFFER IN CONNECTION WITH ENROLLMENT OR PARTICIPATION IN THIS STUDY ABROAD PROGRAM.
- R. Family Educational Rights and Privacy Act (FERPA) Release:** I authorize the University of Pittsburgh to release, to my parent(s) or legal guardian(s), contact information and general information related to the program discussed herein, to include the website where my parents may find health, safety, and security information related to this program. I understand the purpose of this release is to provide health, welfare, and safety information to my parent(s). This consent will remain in effect until revoked by me in writing and delivered to the University of Pittsburgh's Study Abroad Office.
- S. I am signing this agreement knowingly and voluntarily. I understand its contents and have had a reasonable opportunity to consult with an attorney about its terms and conditions.**

PLEASE NOTE:

This original and executed document and associated materials must be submitted to the Study Abroad Office prior to your departure for your study abroad program (refer to deadline on the attached checklist).

Photocopies and / or faxes are not acceptable. Make a copy of this document for your own reference prior to submitting it to the Study Abroad Office.

STUDY ABROAD CONTRACT

WHEREAS INTENDING TO BE LEGALLY BOUND HEREBY,
I AFFIX MY SIGNATURE HERETO:

Student Name (please print)

Signature of Student

Date

Plus Three

Name of Program Provider

Location of Program (City, Country)

Term (s) of Study Abroad Program:

Summer 2007 (2077)

◆—————◆
*IF STUDENT PARTICIPANT IS UNDER THE AGE OF 18,
THE SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED BELOW*

I certify that I have read this form, understand the provisions thereof and intend to be legally bound hereby.

Name of Parent or Guardian (please print)

Signature of Parent or Guardian

Date

Study Abroad Contract

**Part 2 of 3: Demographic Data
ENG STUDENTS**

*Plus Three ENG Study Abroad Contract
2006-2007*

<input checked="" type="checkbox"/>	PITT-DEVELOPED PROGRAM
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Circle one: Male Female

Name: _____ Date of Birth: _____

PeopleSoft ID #: _____

Campus Address: _____ Permanent Address _____

Campus Phone: _____ Permanent Phone: _____

Campus address valid until: ____/____/____ Cell phone (if applicable): _____

Pitt Email: _____ Other Email: _____

Contact in case of emergency (name, phone, email & relationship to you) : _____

Second Contact in case of emergency (name, phone, email & relationship to you) : _____

Dependents of University of Pittsburgh or University of Pittsburgh Medical Center (UPMC) Employees:

Are you a child dependent of a University of Pittsburgh or University of Pittsburgh Medical Center (UPMC) employee? ___ Yes ___ No
If yes, the EMPLOYEE must submit a copy (to the Study Abroad Office) of the determination from Human Resources or Faculty Records as to whether or not they are eligible for an actual cash payment towards tuition due (refer to cover checklist on contract packet for due date).

Optional - Ethnic Background

Please note: The University Center for International Studies and the Study Abroad Office are committed to serving all students.
How would you describe yourself? Please check ALL that apply or the single category that best describes your ethnicity:

- | | | |
|--|---|---------------------------------|
| _____ American Indian or Alaska Native | _____ Asian American | _____ Black or African American |
| _____ Hispanic or Latino | _____ Native Hawaiian or other Pacific Islander | |
| _____ White or Caucasian | _____ Other (Please Specify) _____ | |

Previous Language Study at the university level (if applicable):

Language: _____ Number of college semesters of study completed by start of program: _____

Language: _____ Number of college semesters of study completed by start of program: _____

Language: _____ Number of college semesters of study completed by start of program: _____

NAME: _____ **PEOPLESOFT ID#:** _____ **PROGRAM:** _____

Passport Number: _____ Passport Expiration Date: _____

Country of citizenship: _____

Study Abroad Program Sponsor: _____

Study Abroad Program Title: _____

City and Country: _____

Program Sponsor Address:

University of Pittsburgh Study Abroad Office

University Center for International Studies

802 William Pitt Union

Pittsburgh, PA 15260

abroad@pitt.edu

Phone: 412-648-7413

Fax: 412-648-7166

Program Departure Date (From USA) _____ Program Return Date (To USA) _____

Your Departure Date _____
(if different than Program Start Date)

Your Return Date _____
(if different than Program End Date)

Academic Level While Abroad (Circle One): Freshman Sophomore Junior Senior Grad

Other: _____

Major(s): _____

Related Area, Minor or certificate(s): _____

QPA: _____

Expected Graduation date: _____
Month and Year

Pitt study abroad advisor's name and contact information _____

Campus Phone: _____ E-mail Address: _____

INSTRUCTIONS:

- (1) Make appointments to see the appropriate University offices for approval signatures on page 9. The signatures must be obtained *in this order*. See page 11 for explanations of each section.
- (2) If you take a DIFFERENT NUMBER OF CREDITS than you originally registered for, inform your Study Abroad Advisor IMMEDIATELY. The Financial Aid Office should also be notified if your full/part time status changes.
- (3) If you are planning to do an INTERNSHIP while studying abroad, contact your Study Abroad Advisor for details.
- (4) If you receive a STUDENT LOAN and / or other financial aid, you must go to the STUDENT ACCOUNTING and BILLING OFFICE, 100 Thackeray, to make arrangements for power of attorney. This will enable your check to be sent to the appropriate person handling your financial affairs. In any case, if you receive any type of financial aid in terms of loans, grants, scholarships, etc., you should check the status of your student account with the Student Accounting and Billing Office prior to your departure for your study abroad program. You are responsible for making any necessary arrangements for the management of your affairs while you are away from campus.

Part 3 of 3: Program and Course Approval

- appointment needed -

1. PROGRAM APPROVAL - I verify that this is a credit worthy program.

Signature _____ Date _____
Study Abroad Advisor- B80G Benedum Hall

2. COURSE APPROVAL – Please read the course descriptions for the course(s) listed and determine the course requirements, Pitt equivalency, number of Pitt credits, and sign below. The courses listed below will fulfill departmental requirement/electives as noted as long as the student receives a grade of ‘C’ or better. The student is registering for _____ study abroad credits. Students are not permitted to take courses abroad pass/fail. You must take a copy of your program course descriptions with you to this meeting.

COURSE ABROAD	PITT EQUIVALENT	# OF PITT CREDITS	REQUIREMENTS FULFILLED

Signature _____ Date _____
Advisor for Engineering courses

Signature _____ Date _____

3. ENGINEERING STUDY ABROAD SCHOLARSHIPS- I verify that this student has an Engineering Study Abroad Scholarship.

Signature _____ Date _____
Study Abroad Office, B-80 Benedum Hall

Note: Study Abroad scholarships for non-Pitt paying students will be disbursed directly to the institution the student will be attending.

4. REGISTRATION - I verify that this student’s Registration Form has been received and processed.

Note: You must register in Engineering Administration in 253 Benedum Hall. Do not register in the Registrar’s Office in Thackeray or in your department.

Signature _____ Date _____
Jamie Radocay, Engineering Administration, 253 Benedum Hall

5. FINANCIAL AID - I have verified with the student the amount of aid for which s/he should be eligible have informed the student about the *Cost of Attendance Increase for Study Abroad* process if appropriate.

Signature _____ Date _____
Financial Aid Advisor, Office of Admissions and Financial Aid (OFA), Alumni Hall, 4227 Fifth Ave)

INSTRUCTIONS:

1. PROGRAM APPROVAL - Your program of study must be approved as being credit-worthy by the Study Abroad Office. If you earn a grade of a “C” or better on courses taken in a study abroad program, the credits from that course will transfer to Pitt. C- work or below will not transfer. **REGISTRATION: Fill out your registration form with a study abroad advisor, B-80G Benedum Hall.** The only exception to this is engineering students participating in the following Pitt-developed programs: Pitt in Argentina, Cuba, France, Germany, India, Italy, London. While studying abroad, you will still be registered as a Pitt student. Your registration and transcript will read ‘Study Abroad in (*country*) . . . (#) credits’ and the courses that you took abroad will also be listed upon receipt of your transcript from your study abroad program. **IF THE NUMBER OF CREDITS YOU TAKE ON YOUR STUDY ABROAD PROGRAM IS DIFFERENT THAN THE NUMBER WHICH YOU ORIGINALLY REGISTERED FOR ON THIS CONTRACT, YOU MUST INFORM A STUDY ABROAD ADVISOR IMMEDIATELY.**

2. STUDY ABROAD FEE: All students who are participating in any University of Pittsburgh approved study abroad program are required to pay the Study Abroad Fee (check or money order made payable to the University of Pittsburgh: \$200 for program 28 days or more in length, \$100 for programs 27 or less days in length).

3. COURSE APPROVAL: Please make an appointment with your Academic Advisor to complete this section. ENG students are not permitted to take courses abroad pass/fail. You must take a copy of your program course descriptions with you to this meeting.

4. OPTIONAL PRE-REGISTRATION: Please refer to the Pitt web page www.pitt.edu/~srfswweb if you need to update your course preferences.

5. CO-OP APPROVAL: If you are enrolled in the Co-op program, please meet with your Co-op Advisor to complete this section.

6. STUDY ABROAD SCHOLARSHIP: Visit the Freshman Programs Office (B-80 Benedum Hall) to determine whether or not you have an Engineering Study Abroad Scholarship.

7. REGISTRATION: Please register with Engineering Administration in 253 Benedum Hall.

8. FINANCIAL AID: Complete this part only if you will receive financial aid during the term you are abroad. The Financial Aid Office (Alumni Hall) will review with you the aid you are expected to receive. If you have any outstanding aid (aid which has not shown up on your account), you must obtain a *Financial Aid Information Deferral Form* to take to the Student Accounts Office in step #8

PLEASE NOTE:

- 1) ***YOU MUST ATTACH A PHOTOCOPY OF YOUR HEALTH INSURANCE CARD/INFORMATION AND YOUR INTERNATIONAL STUDENT IDENTITY CARD (ISIC) TO THIS CONTRACT. If your ISIC card is released through your study abroad program provider, make alternate arrangements with your Study Abroad Office Study Abroad Advisor for this to be submitted. Do this before submitting this contract to the Study Abroad Office.***
- 2) ***The original and executed document must be submitted to the Study Abroad Office, 802 WPU, prior to departure on the intended Study Abroad program. Faxed copies will not be accepted.***
- 3) ***Make a copy of this entire document for your reference while abroad.***